Mission: To Serve Every Student with Excellence as the Standard.

Vision: Brevard Public Schools will serve our community and enhance students' lives by delivering the highest quality education in a culture of dedication, collaboration, and learning.

Brevard Public Schools

CrossPointe User's Manual for Internal Accounts

Rev. July 1, 2015

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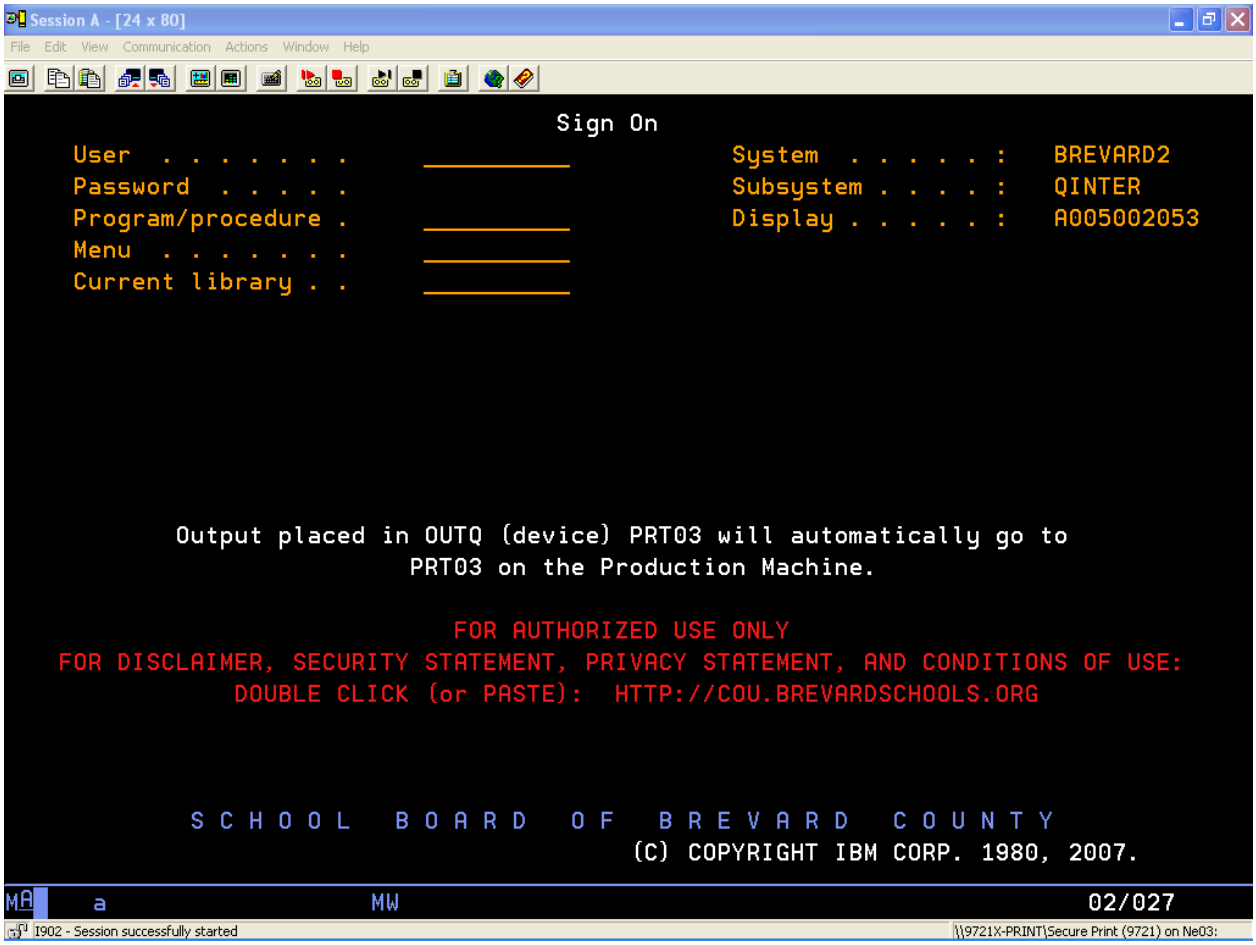
Signing On and Off 1

In the CrossPointe system, when working with Internal Accounts it is necessary to sign on to the INT system (District accounts are in the BRE system). This chapter will demonstrate that process.

SIGNING ON

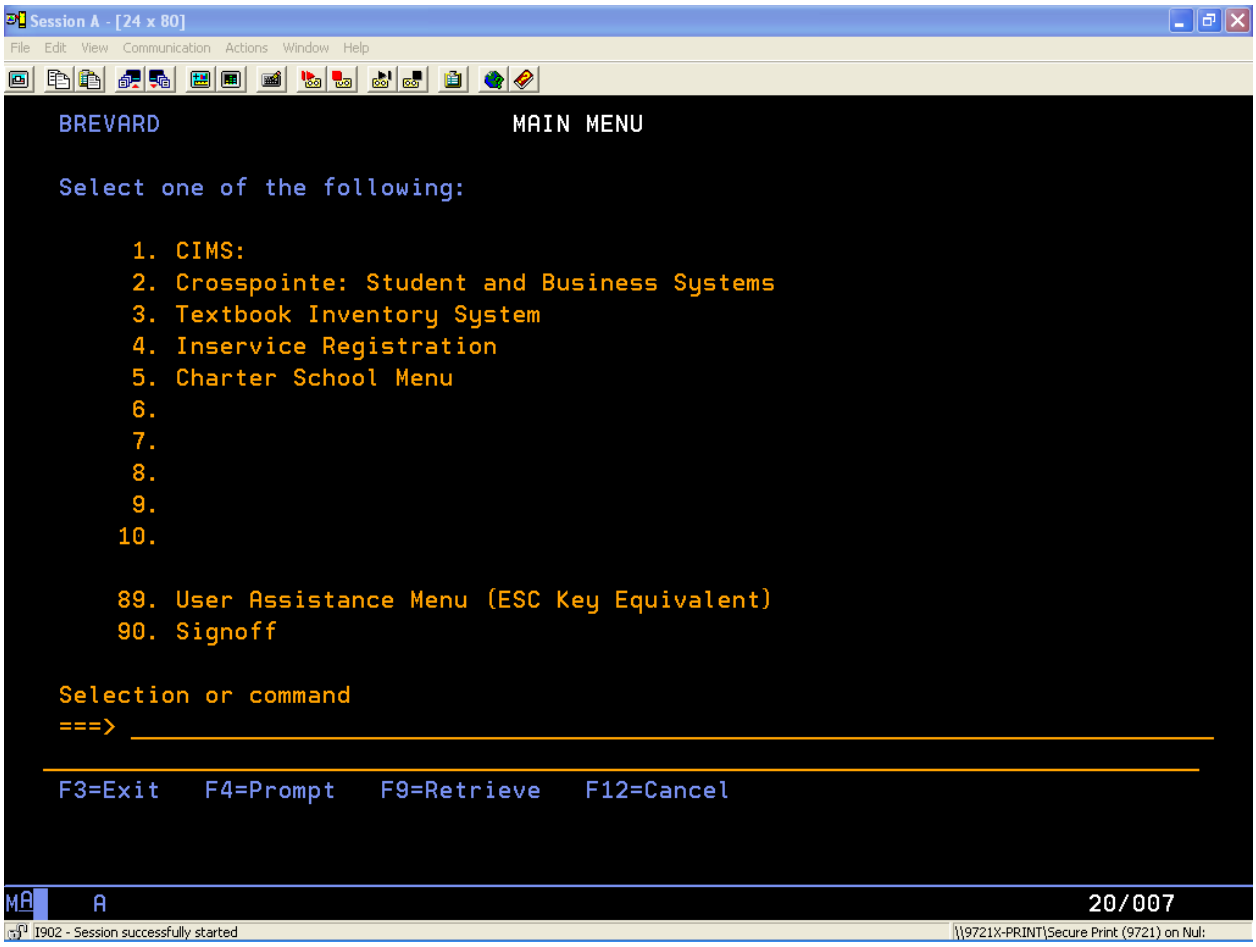
Enter your User Name and Password in the Sign On screen.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Sign On
User . . . . . .
Password . . . . .
Program/procedure .
Menu . . . . . .
Current library . .
System . . . . . : BREVARD2
Subsystem . . . . : QINTER
Display . . . . . : A005002053
Output placed in OUTQ (device) PRT03 will automatically go to
PRT03 on the Production Machine.
FOR AUTHORIZED USE ONLY
FOR DISCLAIMER, SECURITY STATEMENT, PRIVACY STATEMENT, AND CONDITIONS OF USE:
DOUBLE CLICK (or PASTE): HTTP://COU.BREVARDSCHOOLS.ORG
S C H O O L B O A R D O F B R E V A R D C O U N T Y
(C) COPYRIGHT IBM CORP. 1980, 2007.
MA a MW 02/027
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne03:

Signing On and Off 1

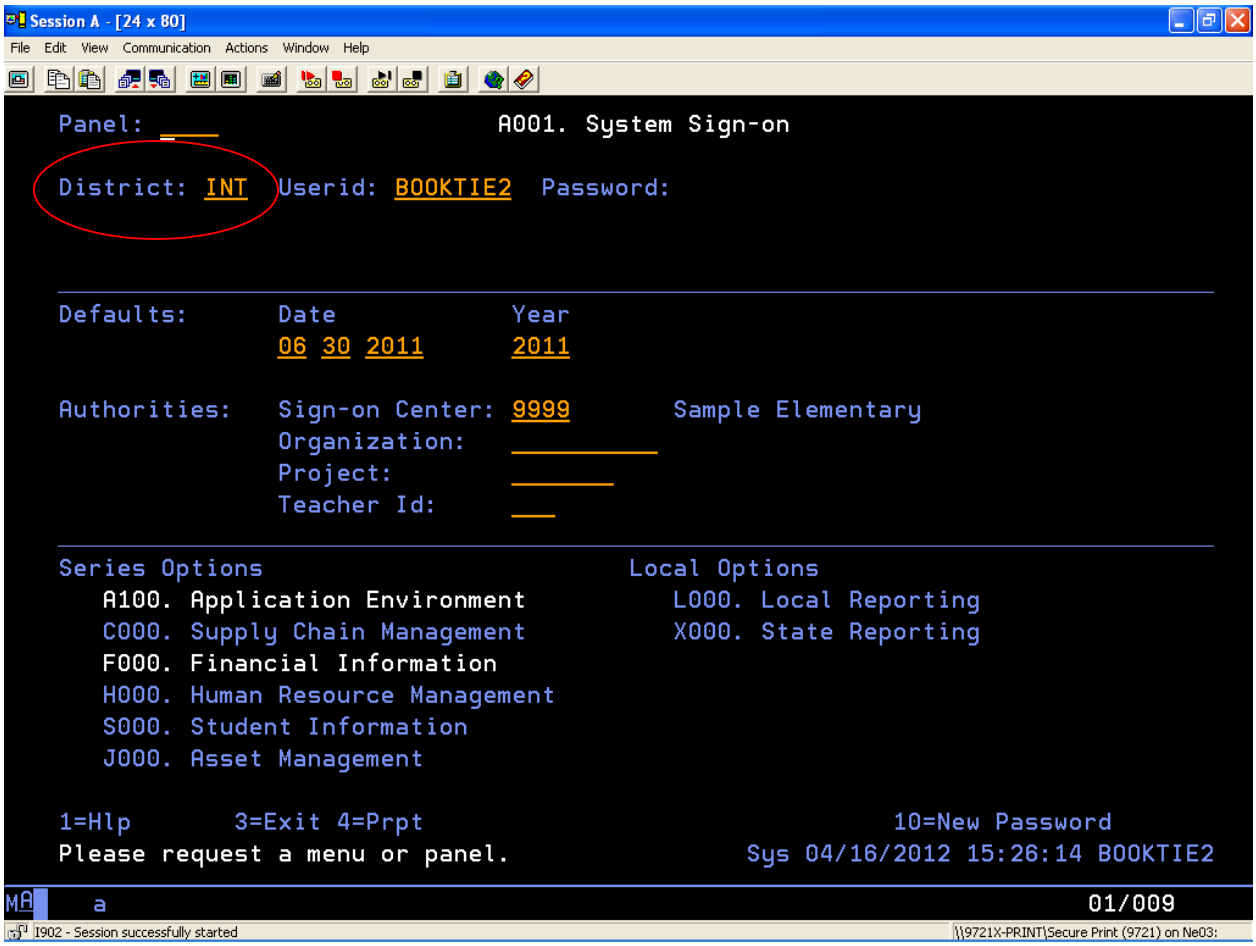
Enter the selection number for "Crosspointe: Student and Business Systems." The selection number will depend on the access you have in the system.

Press the **Enter** key.



Signing On and Off

Replace 'BRE' with 'INT' in the **District** field.

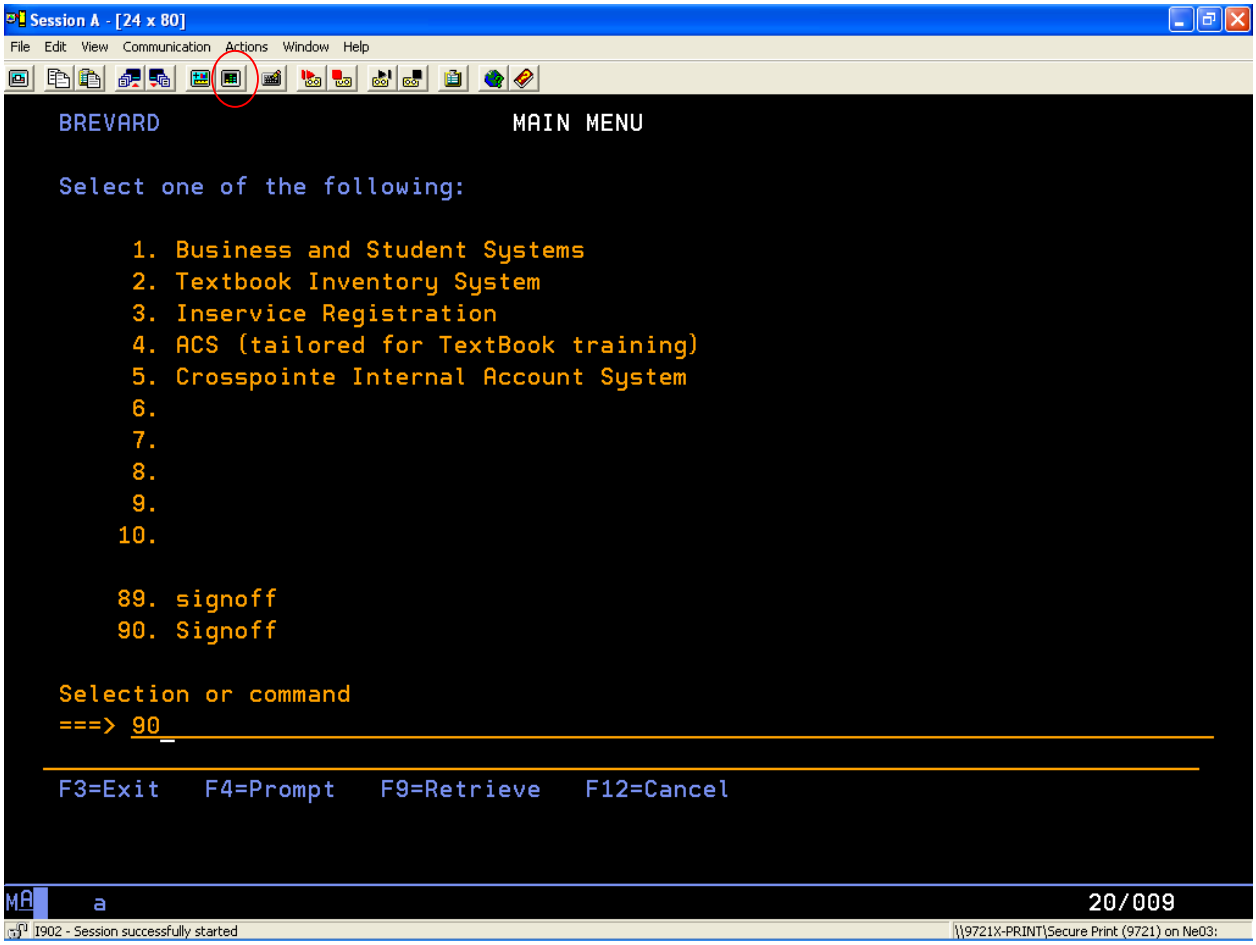


Signing On and Off

SIGNING OFF

To sign off, press the F3 key until arriving at the Main Menu.

Choose selection number 90.
Press the **Enter** key.



When working in INT and BRE, it is recommended that two separate sessions be open and that the foreground color is different in each session. To change the foreground color click on the icon to setup display colors (circled above). Choose a foreground color from the dropdown box and click OK.

Account Coding 2

In the CrossPointe system, account strings are used with transactions to help identify where the funds are generated and how they are being used. This chapter will identify what the different dimensions are and how they are put together to create the account strings for your school.

THE ACCOUNT STRING STRUCTURE

The structure of each account string is made up from six possible dimensions. These are defined as dimensions 1 – 6.

1 2 3 4 5 6
XXX.XXXX.XXXX.XXXXXX.XXXX.XXX

Dimension Number	Description	Identifier	Number of Digits	Dimension Value To Use
1	Fund	The internal accounts fund	3	800
2	General Ledger	The cash account, accounts receivable account, or the transfer account	4	Varies
3	Cost Center	The facility, location, or office at which costs are accumulated	4	Your School's Four-Digit #
4	Project	A special program within the fund defined by the student activity	6	Varies
5	Function	If the string is for revenue or an expenditure	4	Revenue-39XX Expenditure-9800
6	Object Code	The type of expenditure	3	Varies

TYPES OF ACCOUNT STRINGS

There are three types of account strings: general ledger strings, revenue strings, and expenditure strings. Each string includes a different number of dimensions in which some of the dimension values never change. Below provides an explanation of each type of account string.

Revenue string: This string includes the first five dimensions that are listed in the chart above and will look like: 800.2520.XXXX.XXXXXX.39XX

- The first dimension's value never changes. It will always be 800.
- The second dimension's value never changes. It will always be 2520.
- The third dimension's value never changes. It will always be your school's four-digit number.
- The fourth dimension's value will vary based on the details below.
- The fifth dimension's value will always start with a 39, but the final two digits will vary based on the revenue details below.

The Revenue string is most often used for the following actions:

- Posting Deposits
- Posting Interest
- Posting NSF Check Write-Offs
- Posting Refunds Due to Overpayments Made to the School

Expenditure string: This string includes all six dimensions that are listed in the chart above and will look like: 800.1530.XXXX.XXXXXX.9800.XXX

- The first dimension's value never changes. It will always be 800.
- The second dimension's value never changes. It will always be 1530.
- The third dimension's value never changes. It will always be your school's four-digit number.
- The fourth dimension's value will vary based on the chart above and the details below.
- The fifth dimension's value never changes. It will always be 9800.
- The sixth dimension's value will vary based on the object code detail below.

The Expenditure string is most often used for the following actions:

- Paying Invoices
- Posting Bank Fees
- Posting Refunds Due to Overpayments Made by the School
- Transferring Expenditures
- Voiding Checks

General Ledger string: This string includes the first four dimensions that are listed in the chart above and will look like: 800.XXXX.XXXX.XXXXXX

- The first dimension's value never changes. It will always be 800.
- The second dimension's value will vary based on the details below.
- The third dimension's value never changes. It will always be your school's four-digit number.
- The fourth dimension's value will vary based on the details below.

The General Ledger string is used as the opposing entry for a Revenue or Expenditure string.

DIMENSIONS IN DETAIL

Of the six types of dimensions, some of them never change. Those that do not change are shown and explained above. They are dimensions 1, 3, and dimension 5 if it is used as an expenditure. The dimensions that change are explained below. They are dimensions 2, 4, 5 (if it is used as a revenue), and dimension 6.

Dimension 2 – General Ledger

Account Coding 2

When using a General Ledger string, this dimension is comprised of the different cash accounts, the accounts receivable account, and any transfer accounts. They are listed below.

1112 – Petty Cash
1113 – Change Fund
1114 – Savings
1115 – Money Market
1116 – Certificate of Deposit (CD)
1119 – Checking Account
1130 – Accounts Receivable
1520 – Encumbrance
1530 – Expense Control Account
2520 – Revenue
2720 – Reserve for Encumbrance
2767 – Beginning Balance

This list is also available in **Appendix A1** along with other account string data from this chapter.

Dimension 4 – Project

This dimension contains six digits to identify a special program within the fund that is defined by the student activity. Each digit within the dimension's value represents specific information.

There are two times when the below concept is not used. This is for project 000000 and project 999999. Project 000000 is used for transfers using cash accounts. Project 999999 is used to record NSF checks. Please refer to Chapter 6 - Journal Entries for further detail in using project 000000 and project 999999.

The **first digit** defines the activity groupings as listed in and in accordance with the Redbook. For example, Basketball would be 1.
1 – Athletics
2 – Music
3 – Classes
4 – Clubs
5 – Departments
6 – Trust
7 – General

The **second and third digits** define the letter of the alphabet that the activity description begins with. For example, Basketball would be 02.

01 – A	07 – G	13 – M	19 – S	25 – Y
02 – B	08 – H	14 – N	20 – T	26 – Z
03 – C	09 – I	15 – O	21 – U	
04 – D	10 – J	16 – P	22 – V	
05 – E	11 – K	17 – Q	23 – W	

06 – F 12 – L 18 – R 24 – X

The **fourth and fifth digits** are currently only 01 through 13. They define multiple activities whose description start with the same letter. For example, 01 could be Baseball, 02 could be Basketball, and 03 could be Bowling.

The **sixth digit** can be 0 through 9. It defines separate groupings of the same detailed activity. For example, 1 could be for Basketball-boys and 2 for Basketball-girls.

See **Appendix A.2** for a full list of projects set up in CrossPointe and the projects available to be used by each school type (elementary, middle, junior/senior, and high).

For example, Basketball-Girls is project 102022 and is developed in this manner: 1 02 02 2
1 – This designates Athletics
02 – This designates B for Basketball
02 – This designates Basketball (Baseball is 01)
2 – This designates Girls (Boys are 1)

Another example, French Club is project 406060 and is developed in this manner: 4 06 06 0
4 – This designates Clubs
06 – This designates F for French
06 – This designates French Club
0 – There is no specific grouping for this French Club's activities

Dimension 5 – Function

This dimension is only used in a revenue string or an expenditure string.

Revenue:

3680 Transfer In – Automated Entry Only
3900 Advertising
3901 Concession
3902 Contributions/Donations
3903 Dues/Fees
3904 Fieldtrips
3905 Fundraising
3906 Gate Receipts – Athletics – Regular Season
3907 Gate Receipts – Athletics – Other
3908 GSF – General Service Fund
3909 Interest
3910 Other Income
3911 Rentals
3912 Ticket Sales
3913 Yearbook Sales

Expenditure:

9800 Expenditures

This list is also available in **Appendix A1** along with other account string data from this chapter.

Dimension 6 – Object Code

This dimension is only used in an expenditure string and is used to identify the type of expenditure. The values are similar to the District but have been greatly condensed.

310 Services – Other
312 Services – Professional & Technical
330 Travel
500 Supplies
570 Food (non-fundraiser)
598 Fundraiser Items
599 Uniform / Clothing (non-fundraiser)
600 Capital – Other
621 Capital – Audio Visual Material - $1,000 and above
622 Capital – Audio Visual Material - Under $1,000
641 Capital – Furniture, Fixtures, and Equipment - $1,000 and above
642 Capital – Furniture, Fixtures, and Equipment - Under $1,000
643 Capital – Computer Hardware - $1,000 and above
644 Capital – Computer Hardware - Under $1,000
671 Capital – Improvement Other than Building
691 Capital – Computer Software - $1,000 and above
692 Capital – Computer Software - Under $1,000
693 Capital – License Fees-Software - $1,000 and above
694 Capital – License Fees-Software - Under $1,000
700 District Reimbursement
701 GSF Payments to the District
702 Unclaimed Property
730 Dues / Fees / Admission
799 Sales Tax Payment to Vendor
980 Transfer Out – Automated Entry Only

This list is also available in **Appendix A1** along with other account string data from this chapter.

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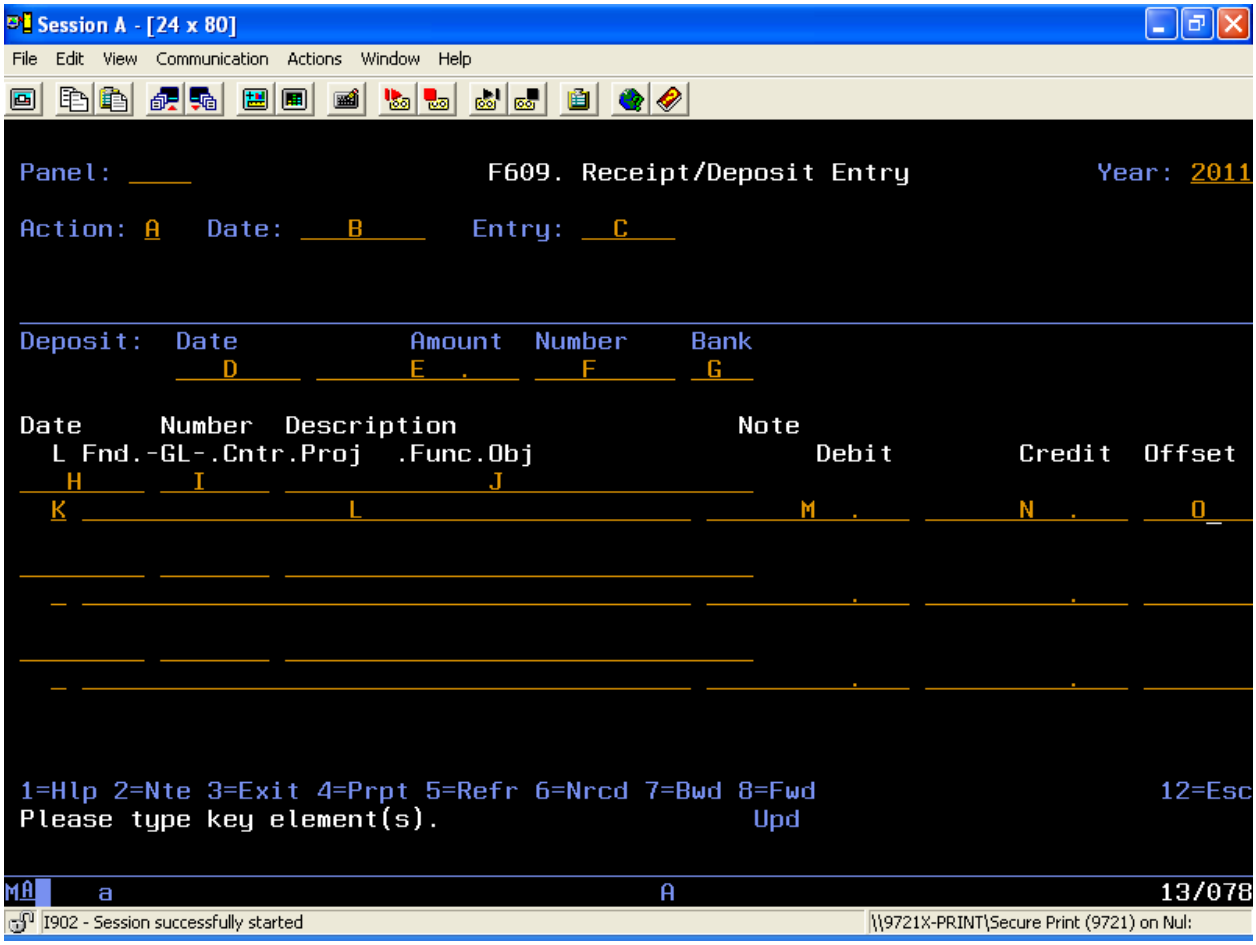
Receipts / Deposits 3

The information provided in this chapter will demonstrate the process of entering, posting and correcting cash receipts and deposits, querying on deposits, and running cash receipt reports.

CrossPointe Receipt/Deposit Entry Screen – F609

The **F609** panel will be used to enter deposits and all of the corresponding monies collected forms (cash receipts).

To learn more about a field:
The **F1** key will display a small window with a definition about the field in question.
The **F6** key will take you to the next field's definition.
The **F3** key will make the small window disappear.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F609. Receipt/Deposit Entry Year: 2011
Action: A Date: B Entry: C
Deposit: Date Amount Number Bank
D E F G
Date Number Description Note
L Fnd.-GL-.Cntr.Proj .Func.Obj Debit Credit Offset
H I J
K L M N O
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc
Please type key element(s). Upd
MA a A 13/078
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Nul:

ENTERING A DEPOSIT

Key Data – The data above the blue line (A, B, and C). These are the key fields needed in order to input, change, look at, or delete a deposit. Once you have input this data – *YOU **MUST** PRESS THE ENTER KEY*. If you continue typing and press the enter key later, all of your data will disappear.

A. **Action** field –
   A – Add a record
   C – Change an unposted deposit or view either a posted or unposted deposit
   D – Delete an unposted deposit *(posted deposits can't be deleted)*
   P – Post an unposted deposit

B. **Date** field – Enter the date of the deposit.

C. **Entry** field – Tab through this field. It will default to the next journal entry number.

Press the Enter key.
Write the Entry number ('C' above) on the bank deposit slip. (Please note this is not part of the MCF number.)

D. Deposit **Date** field – Enter the date of the deposit (same as the date field above).

E. Deposit **Amount** field – Enter the amount of the *total* deposit. All of your monies collected forms **MUST** add up to this total. (Each monies collected form will be entered on the individual cash receipts lines listed below.)

F. Deposit **Number** field – Tab through this field. It will default to the next deposit number. **The Monies Collected Form number will be made up of two parts, one number before the dash and one number after the dash (i.e. 1234-1). This Deposit Number field will be used as the first part of the Monies Collected Form number.**

G. Deposit **Bank** field - Tab through this field. It will default to the bank number/school number.

Fields H-O make up one Monies Collected Form (CrossPointe cash receipt). Three Monies Collected Forms can be entered on each page. To enter additional Monies Collected Forms Press the **Enter** key and then the **F5** key. To refresh the total at the bottom of the page press the **F5** key.

H. **Date** field – The date the Monies Collected Form and cash was received by the bookkeeper or designee.

I. **Number** field – Start this number at 1 *each* time a new deposit is entered. The next Monies Collected Form will be entered as 2 and so on. **The Monies Collected Form number will be made up of two parts, one number before the dash and one number after the dash (i.e. 1234-1). This Number field will be used as the second part of the Monies Collected Form number)**.

J. **Description** field – Details of the collection.

K. **Ledger Action (L)** field –
C – Collected
G – General Ledger (used for redeposit of Petty Cash or Change Funds)
X – Expenditure (use for refunds from a vendor OR for repayments of *the bank's* NSF fees)
NOTE: NSF fees charged *in addition to the bank's fee* would have a Ledger Action of C.

L. **Accounting String** field –
Fund – 800
General Ledger – 2520 (for Ledger Action C); 1112 or 1113 (for Ledger Action G); and 1530 (for Ledger Action X)
Cost Center – Four-digit school number
Project – Project number
Ledger Action G entries **must** be posted to 000000
Sales tax to be paid to DOR **must** be posted to 619010
Repayments of *the bank's* NSF fees **must** be posted to 707010
Function – 39XX (for Ledger Action C); Blank (for Ledger Action G); or 9800 (for Ledger Action X)
Object Code – for use with 9800 Function only
Repayments of *the bank's* NSF fees **must** be posted to 730

M. **Debit** field – Data cannot be entered into this field. Do not use this field.

N. **Credit** field – Monies Collected Form total.

O. **Offset** field – Tab through this field. It will default to 1119.

Press the Enter key.

After all Monies Collected Forms associated with one deposit are entered the total at the bottom of the screen should match the deposit amount.

REMINDER: Three Monies Collected Forms can be entered on each page. To enter additional Monies Collected Forms Press the **Enter** key and then the **F5** key. To refresh the total at the bottom of the page press the **F5** key.

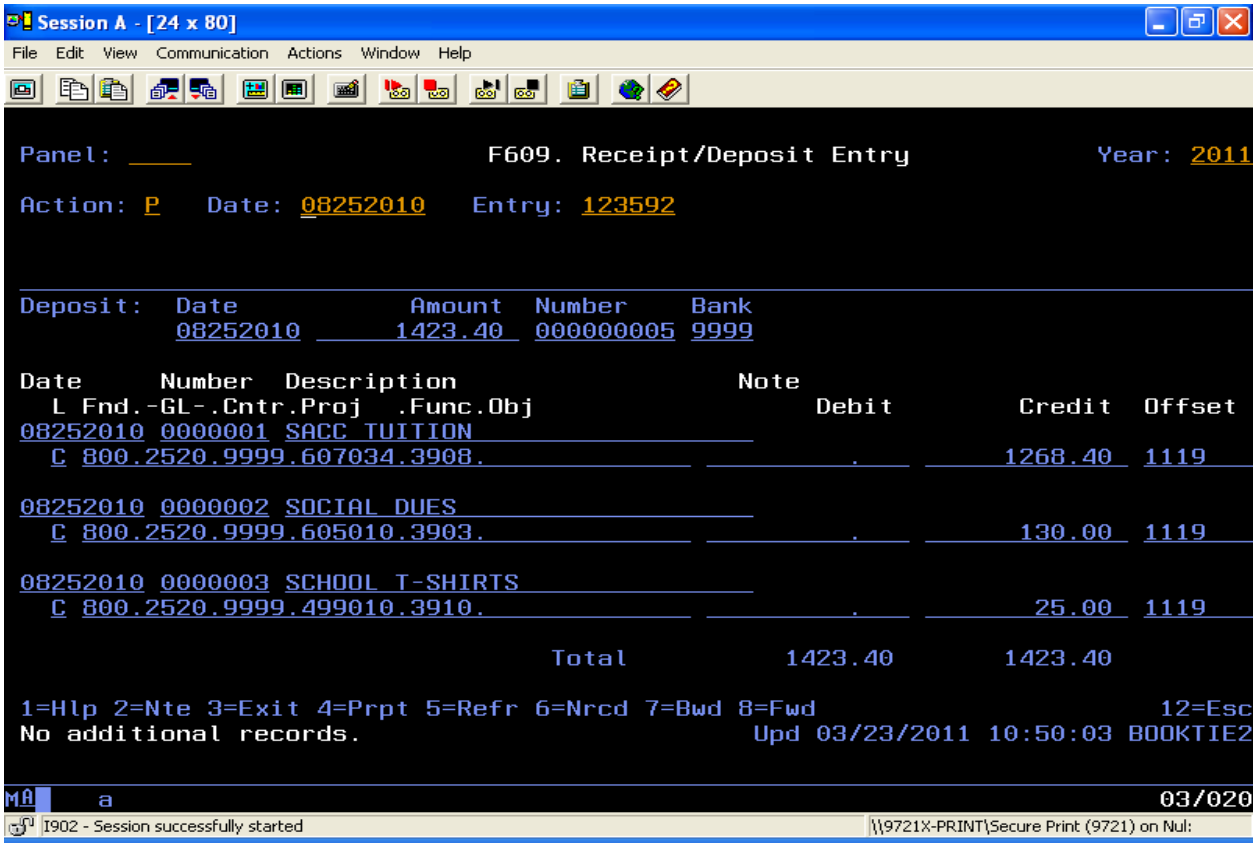
POSTING A DEPOSIT

A posted deposit cannot be changed or deleted. Please contact School Accounting if you have posted a deposit in error.

Action field – Enter a "P". Once the deposit posts the deposit information will become blue.

Below is an example of a posted deposit.

Receipts / Deposits 3


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F609. Receipt/Deposit Entry Year: 2011
Action: P Date: 08252010 Entry: 123592
Deposit: Date Amount Number Bank
08252010 1423.40 000000005 9999
Date Number Description Note
L Fnd.-GL-.Cntr.Proj .Func.Obj Debit Credit Offset
08252010 0000001 SACC TUITION
C 800.2520.9999.607034.3908. . 1268.40 1119
08252010 0000002 SOCIAL DUES
C 800.2520.9999.605010.3903. . 130.00 1119
08252010 0000003 SCHOOL T-SHIRTS
C 800.2520.9999.499010.3910. . 25.00 1119
Total 1423.40 1423.40
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc
No additional records. Upd 03/23/2011 10:50:03 BOOKTIE2
MA a 03/020
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Nul:

CORRECTING A POSTED DEPOSIT

For reversals and adjustments to posted deposits please contact School Accounting.

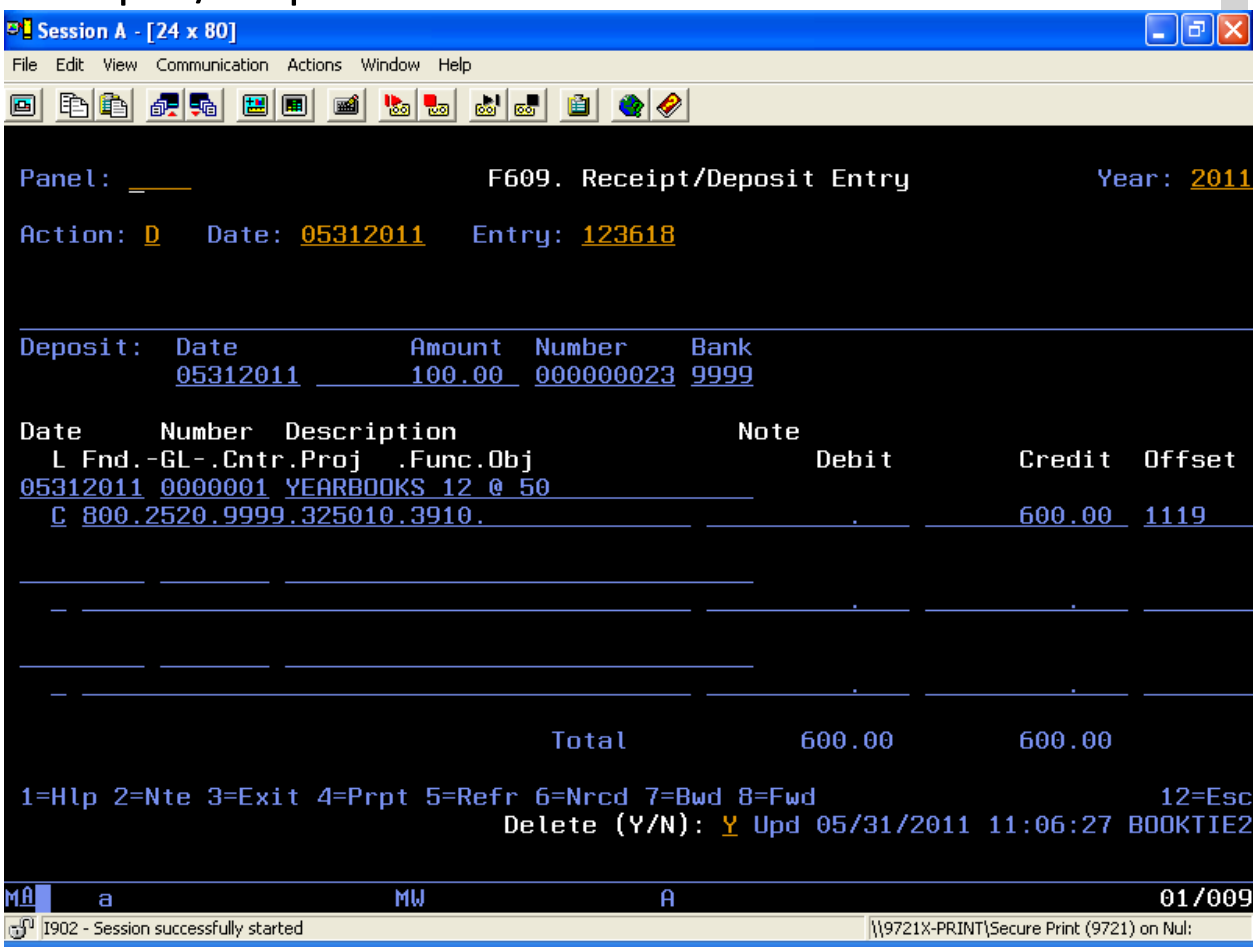
CORRECTING AN UNPOSTED DEPOSIT

Deposits that are unposted can be reversed or adjusted.

Action field –
C – To *change* or *correct* an unposted deposit.
D – To *delete* an unposted deposit. Then, answer "Y" to "Delete (Y/N)" that appears at the bottom of the screen.

Below is an example of a deposit that is being deleted.

Receipts / Deposits 3


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F609. Receipt/Deposit Entry Year: 2011
Action: D Date: 05312011 Entry: 123618
Deposit: Date Amount Number Bank
05312011 100.00 000000023 9999
Date Number Description Note
L Fnd.-GL-.Cntr.Proj .Func.Obj Debit Credit Offset
05312011 0000001 YEARBOOKS 12 @ 50
C 800.2520.9999.325010.3910. 600.00 1119
Total 600.00 600.00
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc
Delete (Y/N): Y Upd 05/31/2011 11:06:27 BOOKTIE2
MA a MW A 01/009
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Nul:

QUERYING ON DEPOSITS

The **F609** panel can also be used to query deposits.

Action field – Enter 'C' to view a deposit.

Date field – Enter the date of the deposit.

Entry field – Enter the journal entry number.

Press the Enter key. Posted deposits will appear in blue and cannot be changed.

RUNNING REPORTS

The **F610** panel will be used to print a daily, weekly, or monthly Deposit Register. Daily and weekly reports are optional. A monthly register is required to be printed and filed.

Below is an example of the request to run the Deposit Register on the **F610 – Print Cash Receipts** screen.

Receipts / Deposits 3

Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F610. Print Cash Receipts Year: 2011
Request: 001
Title: DEPOSIT REGISTER Destination
Controls: C F P H S I/E Sr
01 A Y B A I D
Select: A Lin Ty Fr-----JE------To Fr--Receipt--To Fr----Deposit----To
xx mmddccyy mmddccyy 9999999 9999999 999999999 999999999
_ 001 RC 06012011 06302011
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
No additional records. Use 04/18/2012 16:29:29 BOOKTIE2
MA a 03/011
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne03:

Request field – Enter 001. This request is set up with the proper title and controls. Each time a new report needs to be printed line 1 will need to be changed to reflect the correct dates.

Action (A) field – Enter a "C"

Fr----JE----To fields – Enter the date range to be included in the report.

Press the Enter key then the F11 key to submit the report.

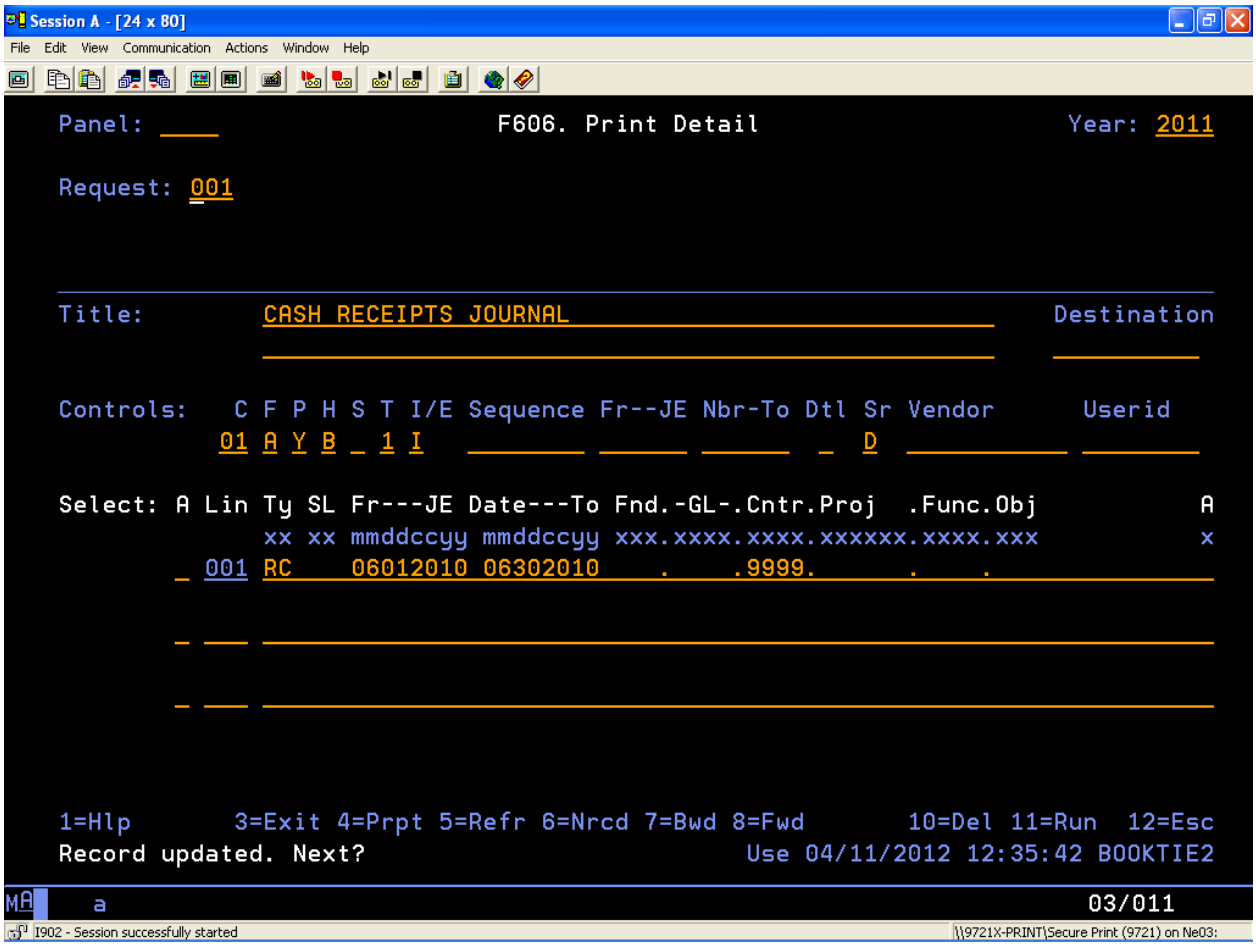
Panel field – Enter "PRT"

OPTIONAL REPORTS

Two additional reports are optional through the **F606 - Print Detail** screen. They are the Cash Receipts Journal and the Cash Receipts Journal with Detail. Below are examples of the requests to run each of the optional cash receipts journal reports.

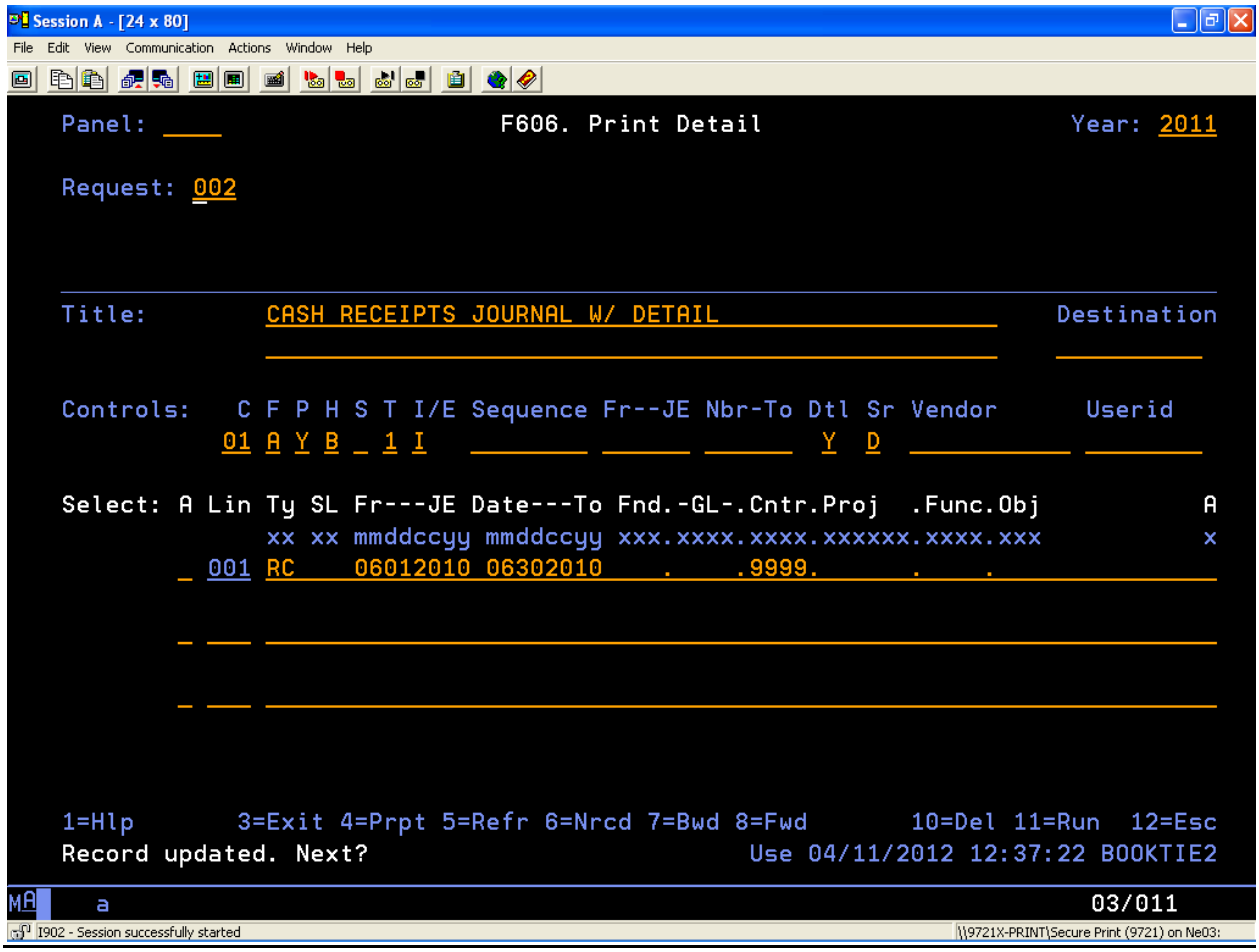
Receipts / Deposits

Optional Cash Receipts Journal Report


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F606. Print Detail Year: 2011
Request: 001
Title: CASH RECEIPTS JOURNAL Destination
Controls: C F P H S T I/E Sequence Fr--JE Nbr-To Dtl Sr Vendor Userid
01 A Y B _ 1 I D
Select: A Lin Ty SL Fr---JE Date---To Fnd.-GL-.Cntr.Proj .Func.Obj A
xx xx mmddccyy mmddccyy xxx.xxxx.xxxx.xxxxxx.xxxx.xxx x
_ 001 RC 06012010 06302010 . .9999. . .
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Record updated. Next? Use 04/11/2012 12:35:42 BOOKTIE2
MA a 03/011
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne03:

Receipts / Deposits

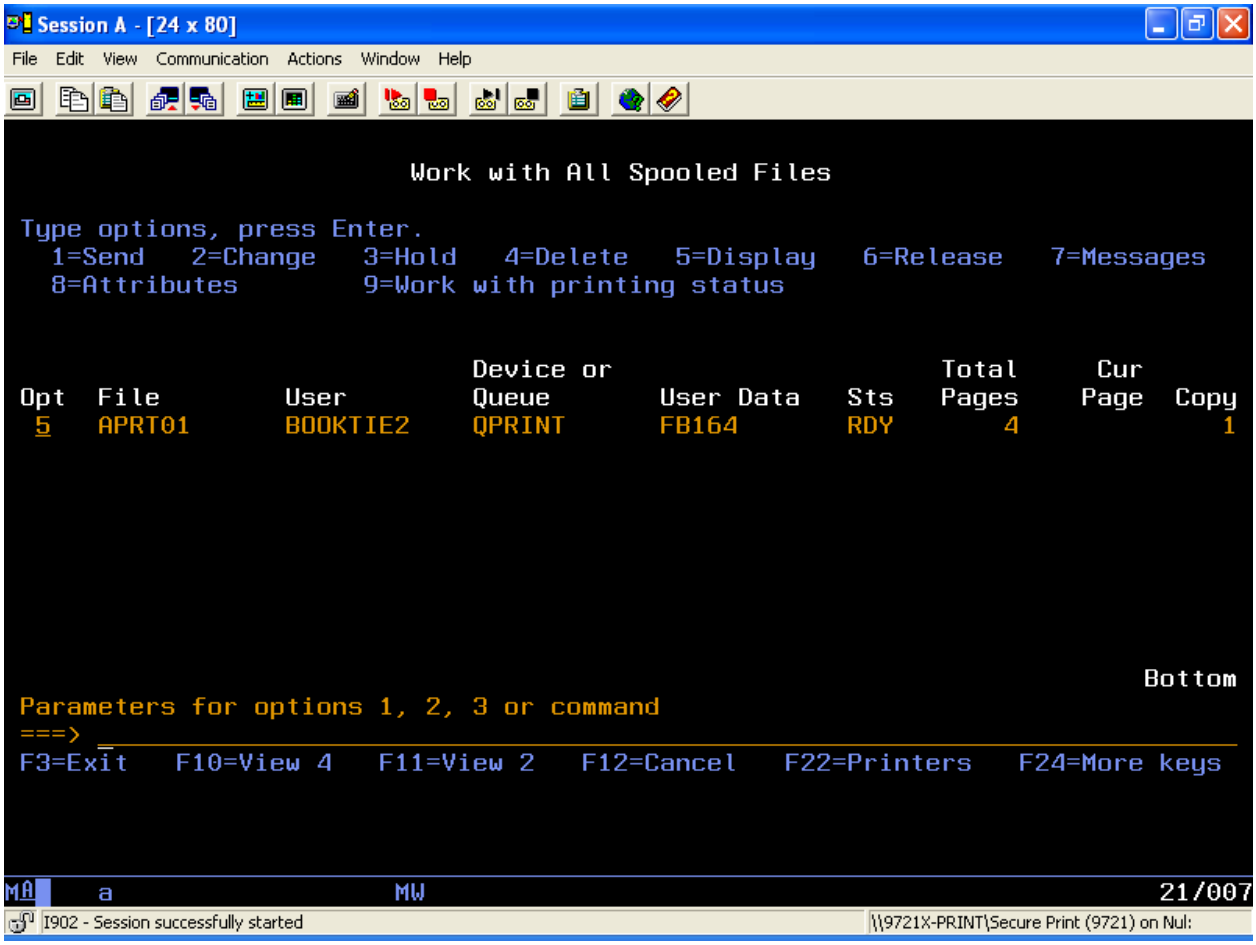
Optional Cash Receipts Journal with Detail Report


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F606. Print Detail Year: 2011
Request: 002
Title: CASH RECEIPTS JOURNAL W/ DETAIL Destination
Controls: C F P H S T I/E Sequence Fr--JE Nbr-To Dtl Sr Vendor Userid
01 A Y B _ 1 I Y D
Select: A Lin Ty SL Fr---JE Date---To Fnd.-GL-.Cntr.Proj .Func.Obj A
xx xx mmddccyy mmddccyy xxx.xxxx.xxxx.xxxxxx.xxxx.xxx x
_ 001 RC 06012010 06302010 . .9999. . .
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Record updated. Next? Use 04/11/2012 12:37:22 BOOKTIE2
MA a 03/011
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne03:

PRINTING REPORTS

Below is an example of the screen you are taken to after entering "PRT" in the **Panel** field, as indicated above.

Receipts / Deposits 3


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Work with All Spooled Files
Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status
Opt File User Device or Queue User Data Sts Total Pages Cur Page Copy
5 APRT01 BOOKTIE2 QPRINT FB164 RDY 4 1
Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys
MA a MW 21/007
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Nul:

Option (Opt) field – Enter "5" to display the report on the screen
Press the **Enter** key

There are three ways to print the report:

1. Using the GUI printer
2. Using a network printer
3. Using a printer session

For assistance in using any of the print options please contact your school technician and/or the Brevard Public Schools Help Desk.

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Requisitions 4

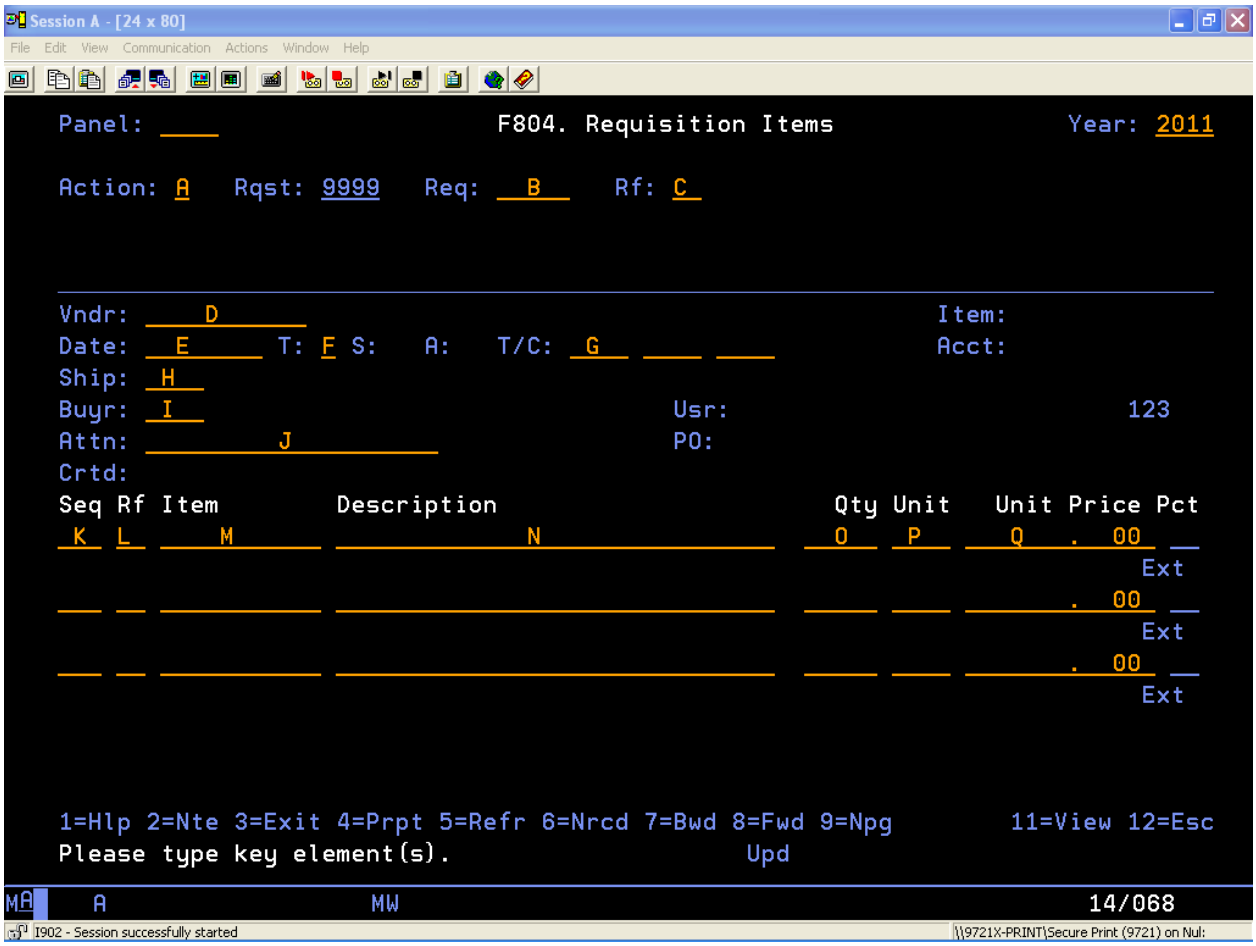
The information provided in this chapter will demonstrate the process of entering, posting and correcting purchase requisitions, querying on requisitions, and approving requisitions.

NOTE: The Project Balance Report will show the amount of funds available for encumbrance. This report is required to be run monthly, but it is suggested to be run more periodically to assure adequate funding is on hand for additional requisition/purchase order requests. Refer to the Month End Reports chapter for instructions on running the Project Balance Report.

CrossPointe Purchase Requisition Screens – F804 and F805

The **F804** and **F805** panels will be used to enter purchase requisition items and accounting strings. (A purchase requisition should **not** be created for refunds; see Chapter 6 – Invoices for direction.)

To learn more about a field:
The **F1** key will display a small window with a definition about the field in question.
The **F6** key will take you to the next field's definition.
The **F3** key will make the small window disappear.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F804. Requisition Items Year: 2011
Action: A Rqst: 9999 Req: B Rf: C
Vndr: D Item:
Date: E T: F S: A: T/C: G Acct:
Ship: H
Buyr: I Usr: 123
Attn: J PO:
Crtd:
Seq Rf Item Description Qty Unit Unit Price Pct
K L M N O P Q . 00
Ext
. 00
Ext
. 00
Ext
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
Please type key element(s). Upd
MA A MW 14/068
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Nul:

Requisitions 4

ENTERING A PURCHASE REQUISITION

Key Data – The data above the blue line (A, B, and C). These are the key fields needed in order to input, change, look at, or delete a purchase requisition. Once you have input this data – *YOU **MUST** PRESS THE **ENTER** KEY*. If you continue typing and press the **Enter** key later, all of your data will disappear.

A. **Action** field –
   A – Add a requisition
   C – Change an unposted requisition or view either a posted or unposted requisition
   D – Delete an unposted requisition *(posted requisitions can't be deleted)*
   P – Post an unposted requisition

   Requesting Center field – Data cannot be entered into this field. It will default to your 4 digit school number.

B. **Requisition Number** field – Tab through this field. It will default to the next requisition number. If you are entering more than one requisition you **MUST** clear this field out in order for the next requisition number to auto fill.

C. **Reference** field – Tab through this field.

Press the Enter key now and all of the default information will fill in on fields A – D.

D. **Vendor** field – Enter the vendor number or press the **F4** key to select a vendor from an alphabetical list.

E. **Date** field – Tab through this field. It will default to today's date.

F. **Type** field –
   N – Normal Requisition (default)
   B – Blanket Requisition *(to be used for instances when quantities and prices are unknown or estimated)*

G. **Terms and Conditions** field – Press the **F4** key to select a Terms and Conditions option or tab through it to leave it blank.

H. **Ship** to field – Tab through this field. It will default to your 4 digit school number.

I. **Buyer** field – Press the F4 key to select a Buyer.

J. **Attention** field – Enter the person's name that is requesting this order.

Press the Enter key now and all the default information will fill in on fields E – J.

Requisitions 4

Fields K – Q make up one item being ordered. Three different items can be entered on each page. To enter additional items press the **Enter** key and then the **F5** key. To refresh the total at the bottom of the page press the **F5** key. **Sales tax must be entered as a separate item when it is paid directly to the vendor.**

K. **Sequence Number** field – Tab through this field. It will default to the appropriate line number.

L. **Reference Number** field – Use this field only if you need to match items on a requisition to the associated accounting string on the requisition accounts panel (**F805**).

M. **Item** field – Use this field only if you wish to identify the code, item number, or part number, etc., which categorizes the item.

N. **Description** field – Use this field to describe the item you are requesting to purchase. *For blanket requisitions enter 'Blanket P.O.'* If the description of an item being requested needs more than one line, place your cursor anywhere on that line and press the **F2** key. This gives you additional lines for each item. You **MUST** enter an 'A' at the start of each line, enter the additional information, press the **Enter** key, and then the **F3** key to exit the screen. (This information will print on the purchase order.)

O. **Quantity** field – Use this field to indicate the amount of the item being requested. *For blanket requisitions enter 1.*

P. **Unit** field – Use this field to specify the unit of measure for the item being requested. Press the F4 key to select from a list of units of measures.

Q. **Unit Price** field – Use this field to indicate the cost per unit of measure being requested. *For blanket requisitions enter the total of the open P.O.*

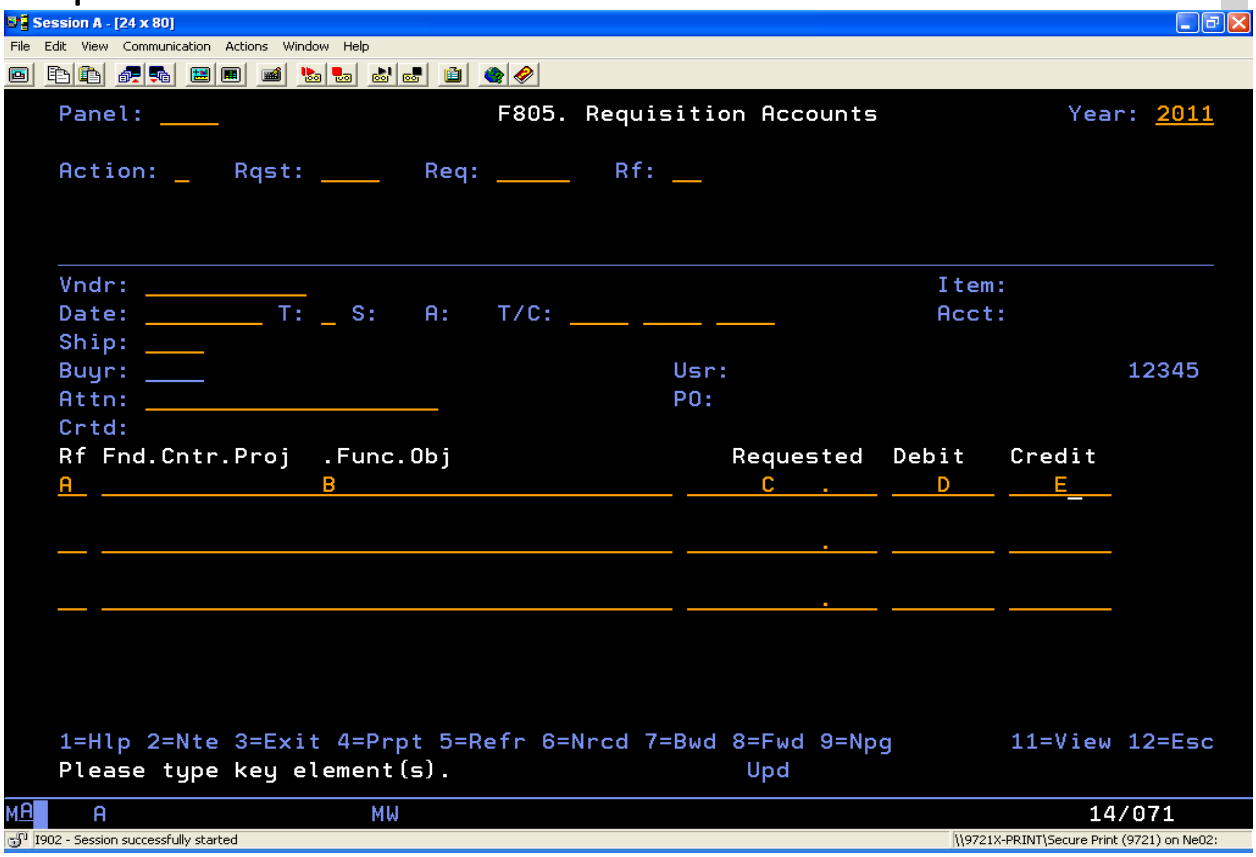
Discount and Freight (Pct) field – Data cannot be entered into this field.

After all items being purchased are entered on the **F804** panel, press the **F9** key to enter the accounting strings associated with this purchase requisition. (This takes you to the **F805** panel.)

REMINDER: Three different items can be entered on each page. To enter additional items press the **Enter** key and then the **F5** key. To refresh the total at the bottom of the page press the **F5** key.

Below is an example of the **F805-Requisition Accounts** screen.

Requisitions 4


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F805. Requisition Accounts Year: 2011
Action: _ Rqst: ____ Req: _____ Rf: __
Vndr: _____ Item:
Date: _____ T: _ S: A: T/C: ____ ____ ____ Acct:
Ship: ____
Buyr: ____ Usr: 12345
Attn: _____ PO:
Crtd:
Rf Fnd.Cntr.Proj .Func.Obj Requested Debit Credit
A B C . D E
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
Please type key element(s). Upd
MA A MW 14/071
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne02:

A. **Reference Number** field – Use this field only if you need to match items on a requisition to the associated accounting string.

B. **Accounting String** field –
Fund – 800
Cost Center – Four-digit school number
Project – see Appendix A2
Function – 9800
Object Code – see Appendix A1 (Sales tax **must** be posted to object code 799)

C. **Requested Amount** field – Enter the dollar amount to be charged to the accounting string on this line.

D. **Debit** field – Tab through this field. It will default to 1520.

E. **Credit** field – Tab through this field. It will default to 2720.

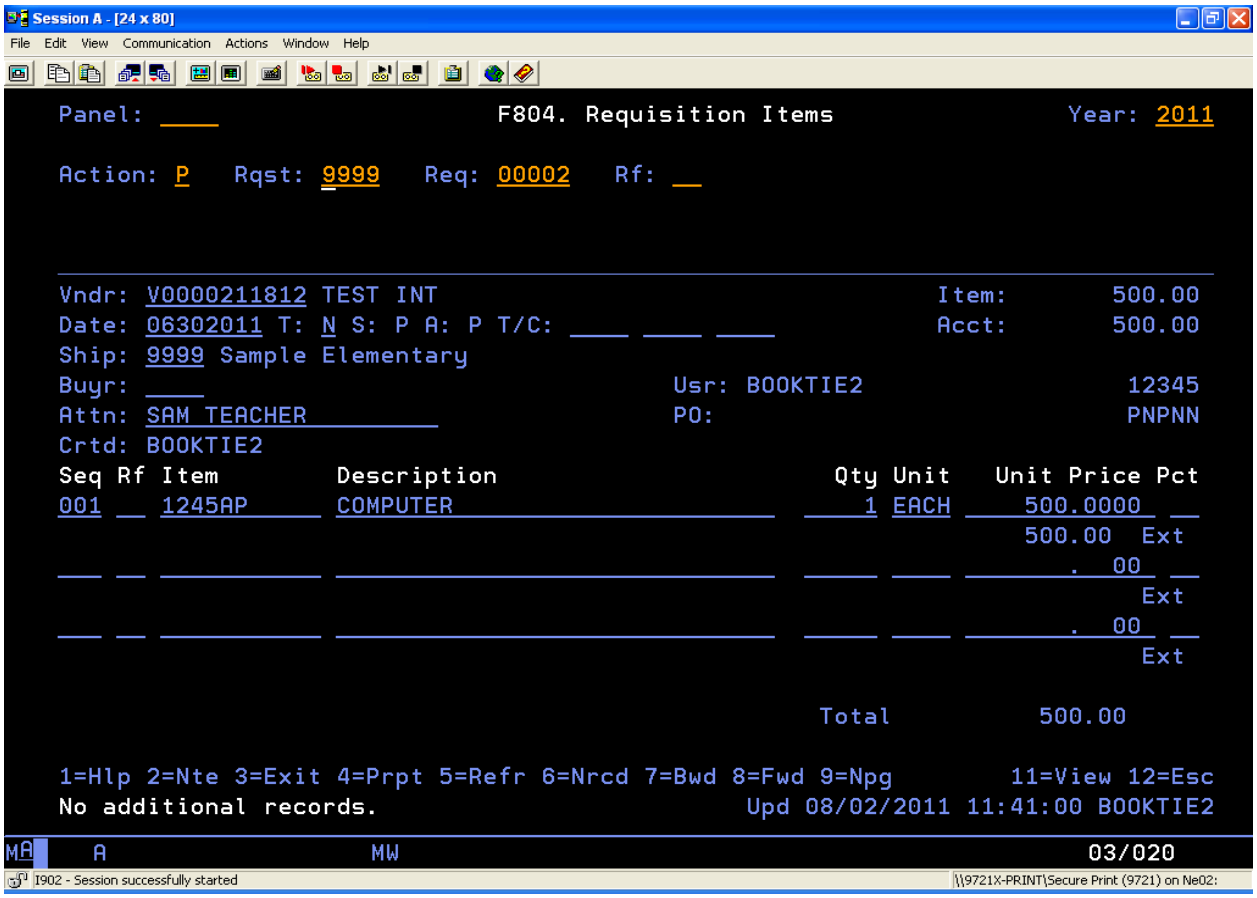
Press the Enter key.

POSTING A PURCHASE REQUISITION

Action field – Enter a "P". Once the purchase requisition posts the requisition information will become blue.

Requisitions

Below is an example of a posted purchase requisition.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F804. Requisition Items Year: 2011
Action: P Rqst: 9999 Req: 00002 Rf: __
Vndr: V0000211812 TEST INT Item: 500.00
Date: 06302011 T: N S: P A: P T/C: ____ ____ ____ Acct: 500.00
Ship: 9999 Sample Elementary
Buyr: ____ Usr: BOOKTIE2 12345
Attn: SAM TEACHER PO: PNPNN
Crtd: BOOKTIE2
Seq Rf Item Description Qty Unit Unit Price Pct
001 __ 1245AP COMPUTER 1 EACH 500.0000 __
500.00 Ext
. 00 __
Ext
. 00 __
Ext
Total 500.00
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
No additional records. Upd 08/02/2011 11:41:00 BOOKTIE2
MA A MW 03/020
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne02:

CORRECTING A POSTED PURCHASE REQUISITION

Only unposted purchase requisitions can be corrected. If a purchase requisition has not been rolled into a purchase order it can be unposted by placing a U in the **Action** field on the F804 panel and pressing the **Enter** key.

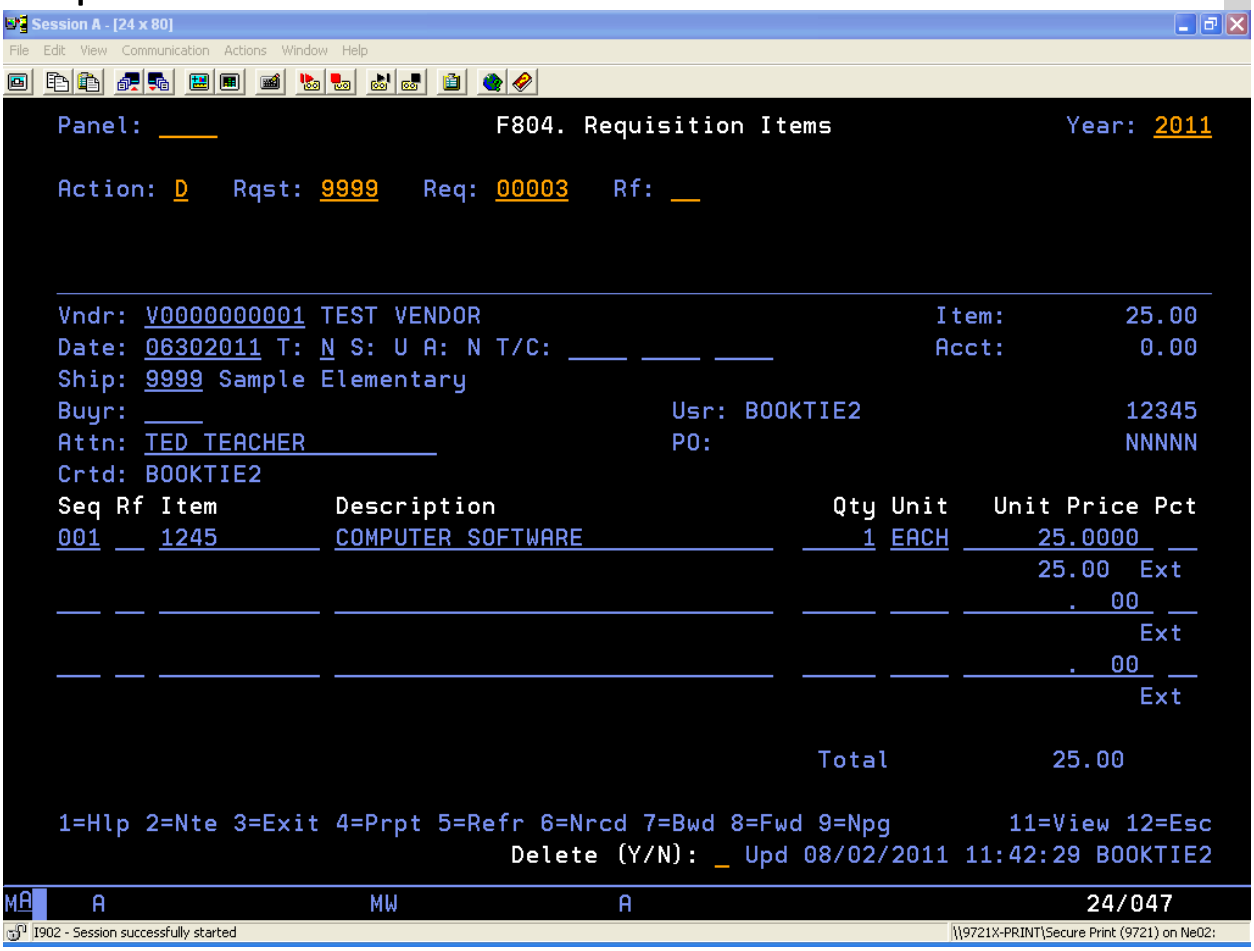
CORRECTING AN UNPOSTED PURCHASE REQUISITION

Purchase requisitions that are unposted can be deleted or corrected on the F804 panel

Action field –
C – To *change* or *correct* an unposted requisition.
D – To *delete* an unposted purchase requisition. Then, answer "Y" to "Delete (Y/N)" that appears at the bottom of the screen.
U – To *unpost* a posted requisition that hasn't been rolled into a purchase order.

Below is an example of a purchase requisition that is being deleted.

Requisitions 4


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F804. Requisition Items Year: 2011
Action: D Rqst: 9999 Req: 00003 Rf: __
Vndr: V0000000001 TEST VENDOR Item: 25.00
Date: 06302011 T: N S: U A: N T/C: ____ ____ ____ Acct: 0.00
Ship: 9999 Sample Elementary
Buyr: ____ Usr: BOOKTIE2 12345
Attn: TED TEACHER PO: NNNNN
Crtd: BOOKTIE2
Seq Rf Item Description Qty Unit Unit Price Pct
001 __ 1245 COMPUTER SOFTWARE 1 EACH 25.0000 __
25.00 Ext
___ __ ____ ____ ____ ____ .00 __
Ext
___ __ ____ ____ ____ ____ .00 __
Ext
Total 25.00
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
Delete (Y/N): _ Upd 08/02/2011 11:42:29 BOOKTIE2
MA A MW A 24/047
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne02:

QUERYING ON PURCHASE REQUISITIONS

The **F801**, **F802**, and **F803** screens can be used to query on purchase requisitions.

F801-Requisition Query – general query screen for purchase requisitions
F802-Requisition Query-Vendor – query by vendor
F803-Requisition Query-Account – query by accounting string

APPROVING POSTED PURCHASE REQUISITIONS

After the purchase requisition is posted it is ready to be approved. Approval levels are as follows:

Level 1 – Principal – approves all purchase requisitions
Level 2 – Property Control – approves purchase requisitions using 6XX object codes
Level 3 – Purchasing – approves all purchase requisitions

Purchase Orders 5

The information provided in this chapter will demonstrate the process of printing purchase orders, receiving items on purchase orders, querying on purchase orders, and running purchase order reports.

ROLLING REQUISITIONS INTO PURCHASE ORDERS

After the purchase requisition has been approved by all necessary levels it is ready to be rolled into a purchase order. Purchasing will roll purchase requisitions into purchase orders daily.

PRINTING PURCHASE ORDERS

After a purchase requisition has been rolled into a purchase order it will be located in your school's folder and be available for you to print or e-mail to the vendor. Purchase orders will not be printed and couriered to you, or mailed by the District to the vendors.

RECEIVING ITEMS ON A PURCHASE ORDER

The **F822** panel will be used to receive on items ordered. Normal purchase orders require receivers. *Blanket purchase orders do **not** require receivers.*

Session B - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F822. Receive Items Year: 2011
Action: A PO: B Rf: C Seq: D
Vndr: V0000211812 TEST INT
Date: 06302011 T: N S: P T/C:
Ship: 9999 Sample Elementary
Buyr:
Rqst: 9999 Sample Elementary
Receiving Date
E
Seq Rf Item Description Orig Recv Unit Tot WA
001 1245AP COMPUTER 1 F EACH
Total 1
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc
No additional records. Upd 09/30/2011 08:57:44 MOSCAJ
MA B 14/063
I902 - Session successfully started
Brother HL-2240 series on USB001

A. **Action** field –
C – Change / Inquire
R – Receive all items
P – Post items received

B. **Purchase Order** field – Enter the purchase order number for which goods are being received.

C. **Reference Number** field – Use this field if you only want to display items with the specified reference number.

D. **Sequence Number** field – Use this field if you want to limit sequence numbers displayed when using the "C" action code. The sequence number entered and all the succeeding sequence lines will appear.

Press the Enter key. The purchase order information will appear.

E. **Receiving Date** field – Enter the date the items were received by the school.

F. **Received** field – Enter the amount of items being received for this line item. The total received amount cannot exceed the originally issued quantity.

Correcting a Receiver – If an error was made or an item has been returned enter a negative receiver amount (Example: 1-).

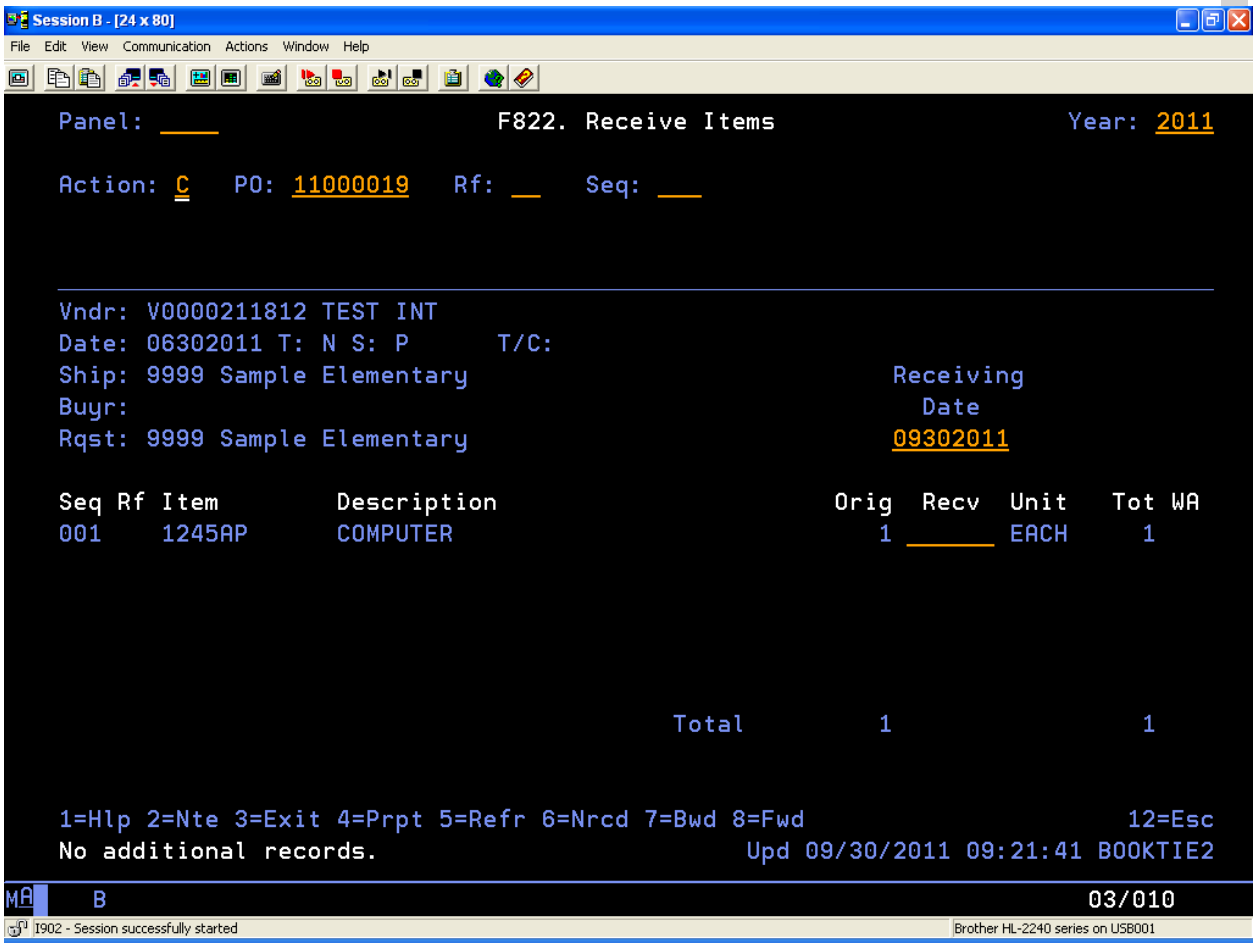
Viewing Receiver Information – After posting a receiver, pressing the **F4** key on this field will show when the item was received on, who entered the receiver, and how many were received.

Press the Enter key. The received amount will appear in the Total column.

After the appropriate items have been entered in the received field, enter a "P" in the **Action** field and press the **Enter** key to post the receipt of these items. This completes the receiving process.

Below is an example of a purchase order that has been received on and posted in the **F822** panel.

Purchase Orders 5


Session B - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F822. Receive Items Year: 2011
Action: C PO: 11000019 Rf: __ Seq: ___
Vndr: V0000211812 TEST INT
Date: 06302011 T: N S: P T/C:
Ship: 9999 Sample Elementary Receiving Date
Buyr:
Rqst: 9999 Sample Elementary 09302011
Seq Rf Item Description Orig Recv Unit Tot WA
001 1245AP COMPUTER 1 _____ EACH 1
Total 1 1
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc
No additional records. Upd 09/30/2011 09:21:41 BOOKTIE2
MA B 03/010
I902 - Session successfully started
Brother HL-2240 series on USB001

QUERYING ON PURCHASE ORDERS

The **F814**, **F815**, and **F816** screens can be used to query on purchase orders.

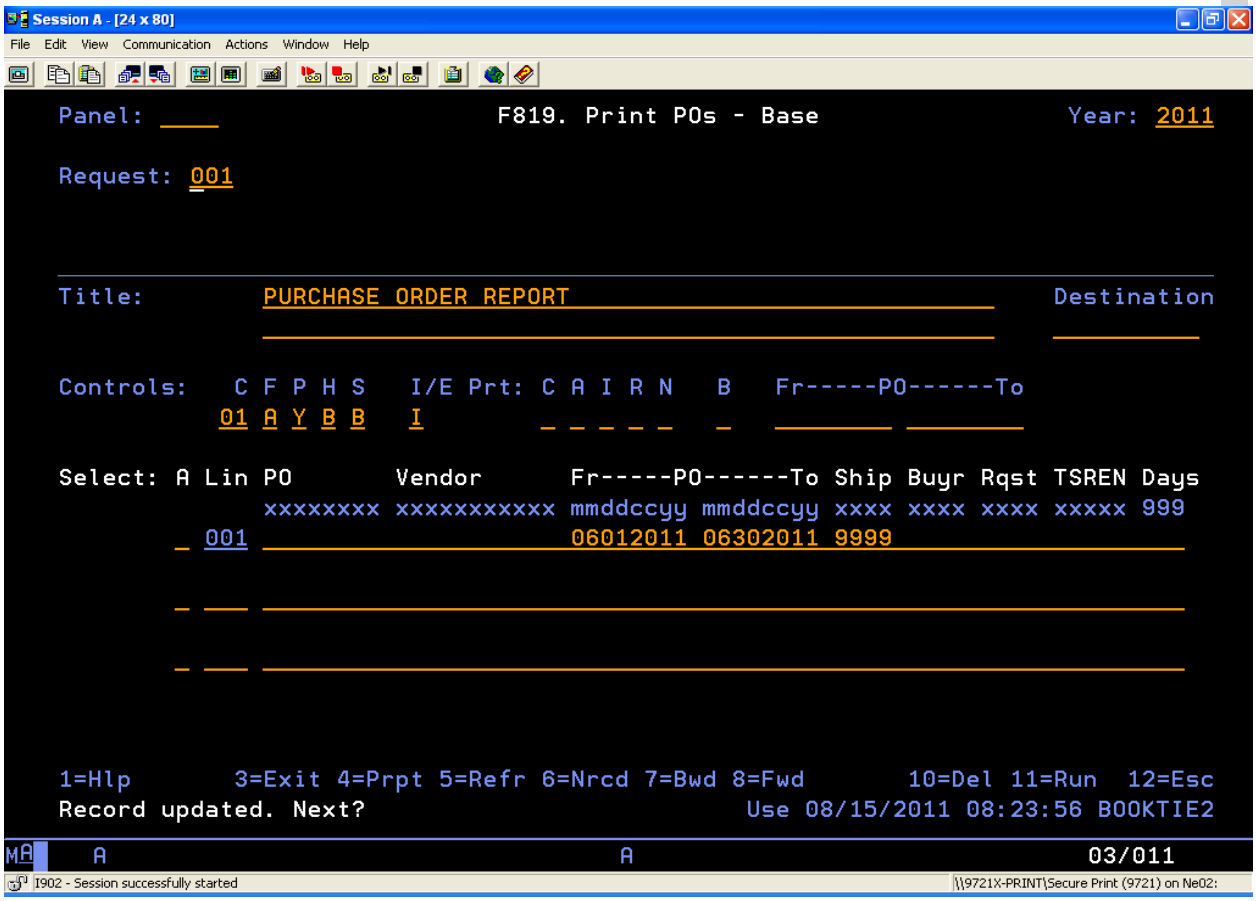
F814-PO Query – general query screen for purchase orders
F815-PO Query-Vendor – query by vendor
F816-PO Query-Account – query by accounting string

RUNNING REPORTS

The **F819** panel will be used to print a daily, weekly, or monthly Purchase Order Report. Daily and weekly reports are optional. A monthly Purchase Order Report is required to be printed and filed.

Below is an example of the Purchase Order Report screen.

Purchase Orders 5


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F819. Print POs - Base Year: 2011
Request: 001
Title: PURCHASE ORDER REPORT Destination
Controls: C F P H S I/E Prt: C A I R N B Fr-----PO------To
01 A Y B B I _ _ _ _ _ _ _____ _____
Select: A Lin PO Vendor Fr-----PO------To Ship Buyr Rqst TSREN Days
xxxxxxxx xxxxxxxxxxx mmddccyy mmddccyy xxxx xxxx xxxx xxxxx 999
_ 001 06012011 06302011 9999
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Record updated. Next? Use 08/15/2011 08:23:56 BOOKTIE2
MA A A 03/011
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne02:

Request field – Enter 001. This request is set up with the proper title and controls. Each time a new report needs to be printed line 1 will need to be changed to reflect the correct dates for the report.

Action (A) field – Enter a "C" to change

Fr----PO----To fields – Enter the date range to be included in the report.

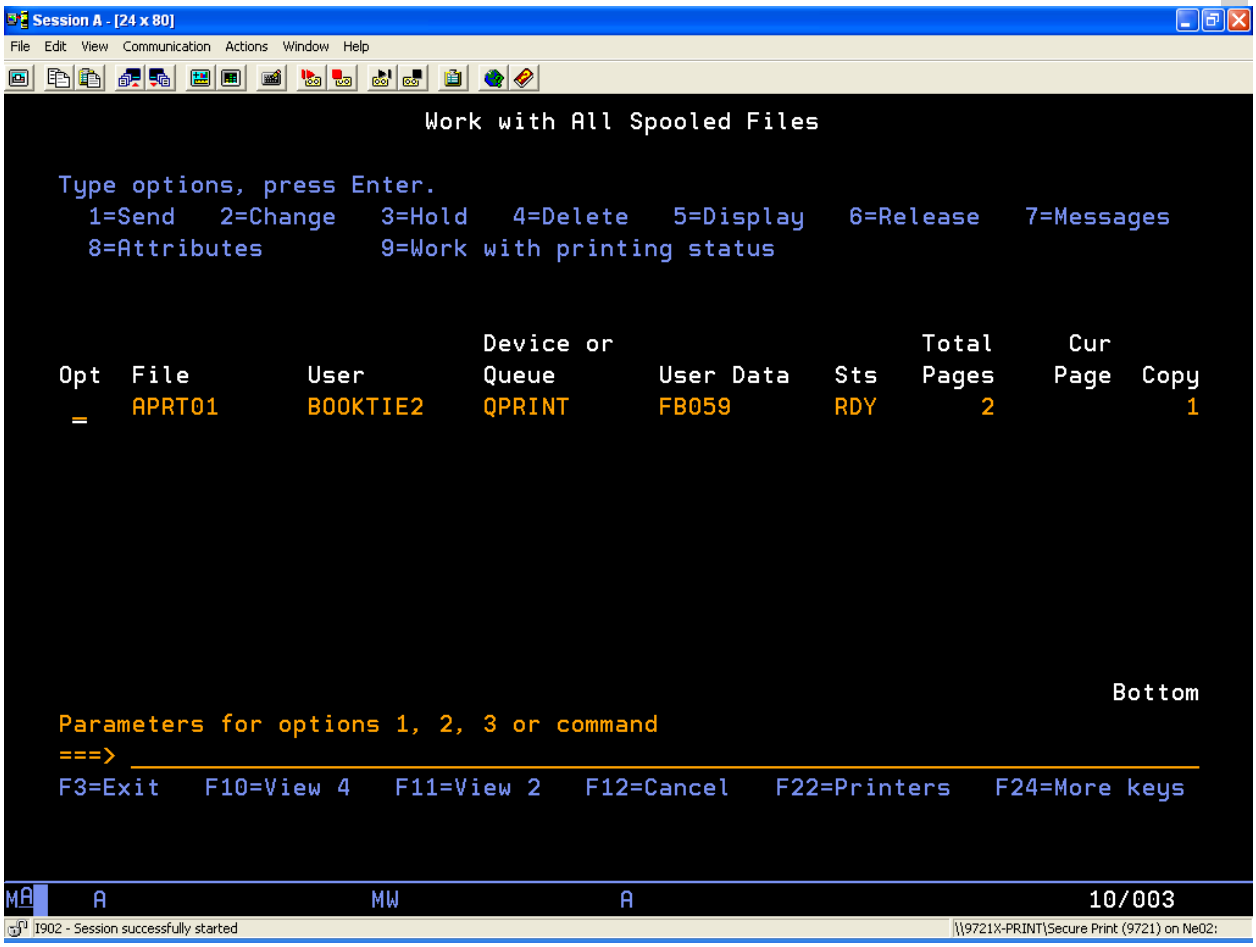
Press the Enter key then the F11 key to submit the report.

Panel field – Enter "PRT"

PRINTING REPORTS

Below is an example of the screen you are taken to after entering "PRT" in the **Panel** field, as indicated above.

Purchase Orders 5


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Work with All Spooled Files
Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status
Opt File User Device or Queue User Data Sts Total Pages Cur Page Copy
APRT01 BOOKTIE2 QPRINT FB059 RDY 2 1
Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys
MA A MW A 10/003
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne02:

Option (Opt) field – Enter "5" to display the report on the screen
Press the **Enter** key

There are three ways to print the report:

1. Using the GUI printer
2. Using a network printer
3. Using a printer session

For assistance in using any of the print options please contact your school technician and/or the Brevard Public Schools Help Desk.

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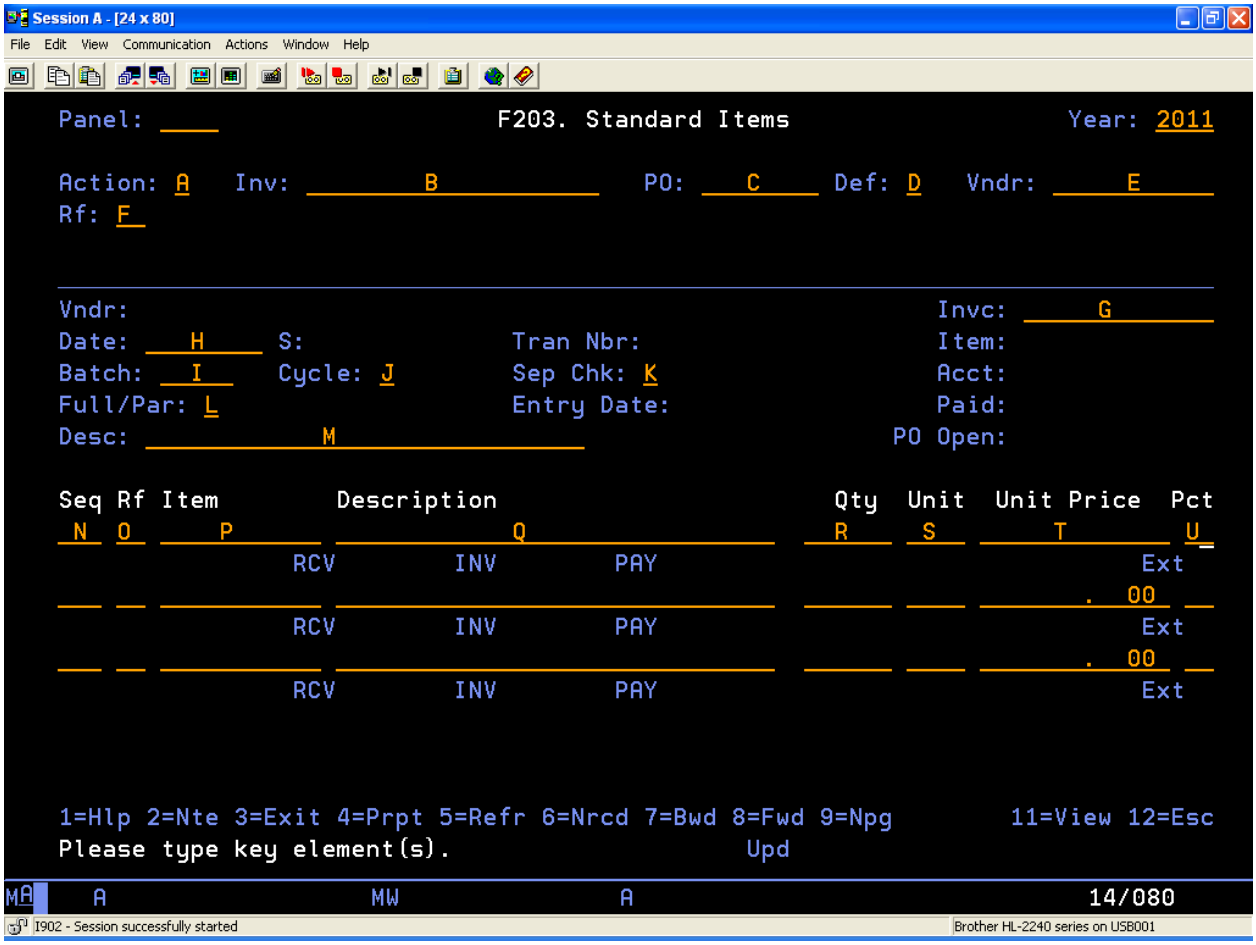
Invoices 6

The information provided in this chapter will demonstrate the process of entering, posting and correcting invoices, and querying on invoices.

CrossPointe Invoice Screens – F203 and **F204**

The **F203** and **F204** panels will be used to enter invoices.

To learn more about a field:
The **F1** key will display a small window with a definition about the field in question.
The **F6** key will take you to the next field's definition.
The **F3** key will make the small window disappear.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F203. Standard Items Year: 2011
Action: A Inv: B PO: C Def: D Vndr: E
Rf: F
Vndr: Invc: G
Date: H S: Tran Nbr: Item:
Batch: I Cycle: J Sep Chk: K Acct:
Full/Par: L Entry Date: Paid:
Desc: M PO Open:
Seq Rf Item Description Qty Unit Unit Price Pct
N O P Q R S T U
RCV INV PAY Ext
.00
RCV INV PAY Ext
.00
RCV INV PAY Ext
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
Please type key element(s). Upd
MA A MW A 14/080
I902 - Session successfully started
Brother HL-2240 series on USB001

ENTERING AN INVOICE

Key Data – The data above the blue line (A, B, C, D, E, and F). These are the key fields needed in order to input, change, look at, or delete an invoice. Once you have input this data – *YOU **MUST** PRESS THE ENTER KEY*. If you continue typing and press the enter key later, all of your data will disappear. **It is recommended that fields A – F are cleared out each time a new invoice needs to be entered. This will prevent errors such as linking the wrong vendors or purchase orders with invoices.**

Invoices 6

A. **Action** field –
   A – Add an invoice
   C – Change an unposted invoice or view either a posted or unposted invoice
   D – Delete an unposted invoice *(posted invoices can't be deleted).*
   NEVER delete an invoice that has had a check generated, even if the check was voided.
   P – Post an unposted invoice
   U – Unpost an invoice
   X – Cancel an invoice

B. **Invoice Number** field – Enter the invoice number being created.

C. **PO Number** field – Enter the purchase order # if the invoice is associated with a purchase order. *Leave this field blank if a purchase order isn't associated with this invoice.*

D. **Default** field –Leave this field blank as a default which would pull both accounts and items as option B below.
   A – Accounts only – pulls only the accounting strings from the PO referenced
   B – Both accounts and items – pulls both the accounting strings and the items purchased from the PO referenced (default when referencing a PO)

E. **Vendor** field – **If a PO number *was* entered** in field C above then tab through this field. It will default to the vendor number associated with the PO. **If a PO number *was not* entered** in field C above then enter the vendor number or press the F4 key to select a vendor from an alphabetical list.

F. **Reference** field – Use this field if you only want to display items and accounts associated with that reference number on the purchase order.

Press the Enter key now and all of the default information will fill in on fields A – F.

G. **Invoice Amount** field – Enter the total amount of the invoice.

H. **Date** field – Enter the issue date of the invoice.

I. **Batch** field – Data cannot be entered into this field. It will automatically default to your school number with a zero in front.

J. **Cycle** field – (case sensitive)
   Cycles for invoices referencing a purchase order
   B – Blanket – indicates a blanket PO is being used.
   0 – Normal (default) – indicates a normal PO is being used to pay a partial or full amount.
   2 – Requires Approval* – indicates the invoice total is more than 20% of the PO total or if a new line item is added.
   *Approval should be in the form of the Principal signature on PO with notes of the new total.

Cycles for invoices not referencing a purchase order
D – Direct Pay – indicates a PO is not needed.

K. **Separate Check** field – Enter a Y in this field if the vendor requires separate checks for each invoice. Leave this field blank if invoices for the same vendor can be printed on one check.

L. **Full / Partial** field – Only valid for invoices referencing a PO. Leave this field blank if a PO isn't being referenced.
F – Full – indicates the invoice is for full payment of the PO
P – Partial – indicates the invoice is for partial payment of the PO (default when referencing a PO)

M. **Description** field – Use this field if an additional description needs to be added to the entire invoice. *(each line item will be described below)*

Fields N – U make up one line on an invoice. Three different invoice lines can be entered on each page. To enter additional invoice lines or refresh the page, press the **Enter** key and then the **F5** key.

If a PO number *was* entered in field C above and a B (for both accounts and items) was entered in field D above, fields N – U will automatically fill.
If all items are not being invoiced – field R (quantity) will need to be changed if partial receivers and the entire line can be deleted if no items on line were received.
If the unit price is different than the purchase order - field T (unit price) will need to be changed.

If a PO number *was not* entered in field C above, fields N – U will need to be completed in order to generate a check.

N. **Sequence Number** field – Tab through this field. It will default to the appropriate line number.

O. **Reference Number** field – Use this field only if you need to match items on an invoice to the associated accounting string on the invoice accounts panel (F204).

P. **Item** field – Use this field only if you wish to identify the code, item number, or part number, etc., which categorizes the item.

Q. **Description** field – Use this field to describe the item. If the description of an item needs more than one line, place your cursor anywhere on that line and press the F2 key. This provides additional lines for each item. Place an A at the start of each line, enter the additional information, press the enter key, and then the F3 key to exit the screen.

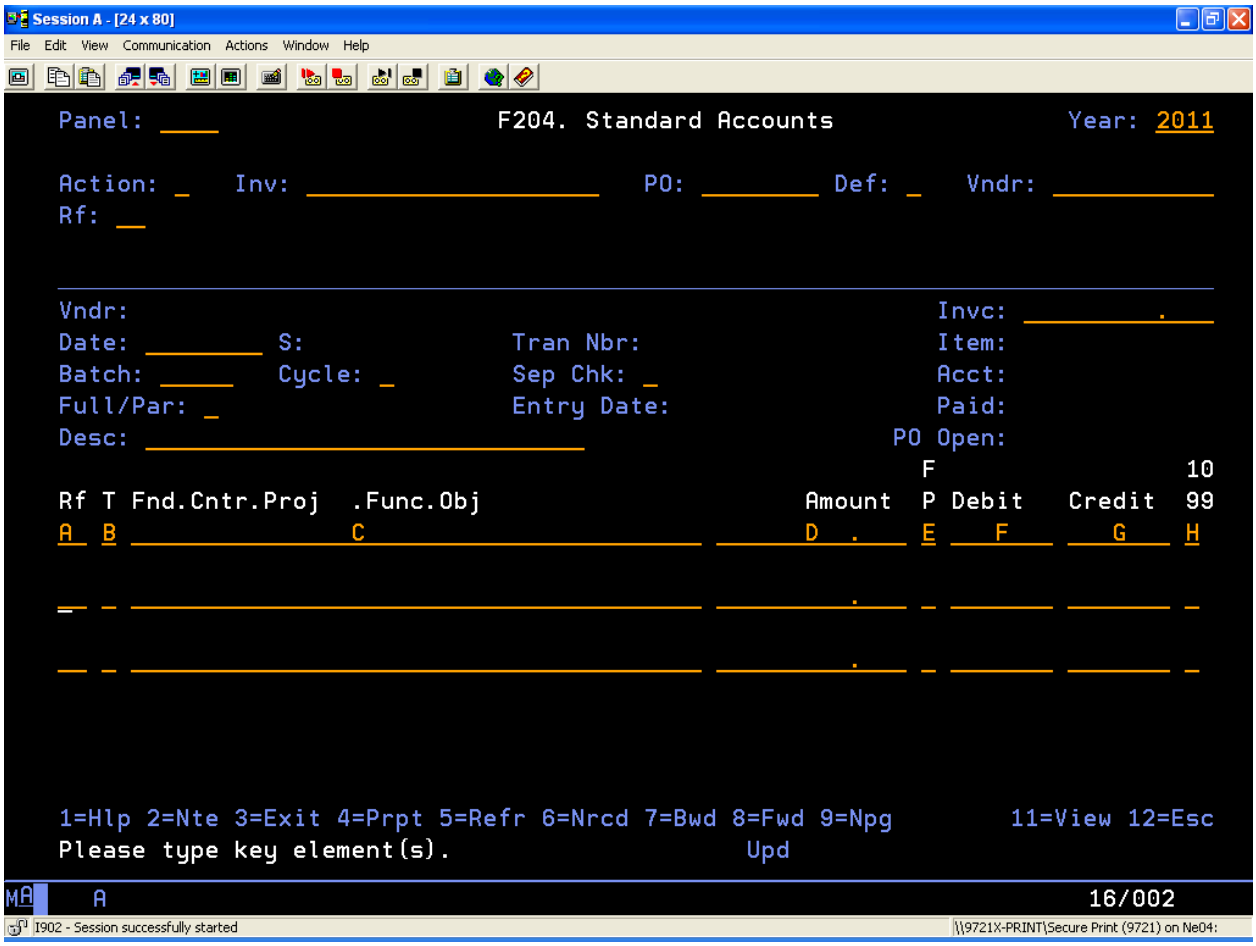
R. **Quantity** field – Use this field to indicate the quantity of the item being invoiced.

S. **Unit** field – *(case sensitive)* Use this field to specify the unit of measure for the item. Press the F4 key to select from a list of units of measures.

T. **Unit Price** field – Use this field to indicate the cost per unit of measure.

U. **PCT** field (Discount and Freight) – Data cannot be entered into this field. Do not use this field.

After all invoice items have been entered on the **F203** panel, press the **Enter** key then the **F9** key to enter the accounting strings associated with this invoice – the **F204** panel.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F204. Standard Accounts Year: 2011
Action: _ Inv: _____ PO: _____ Def: _ Vndr: _____
Rf: __
Vndr: Invc: _____ .__
Date: _____ S: Tran Nbr: Item:
Batch: _____ Cycle: _ Sep Chk: _ Acct:
Full/Par: _ Entry Date: Paid:
Desc: _____ PO Open:
F 10
Rf T Fnd.Cntr.Proj .Func.Obj Amount P Debit Credit 99
A B C D . E F G H
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
Please type key element(s). Upd
MA A 16/002
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne04:

If a PO number *was* entered in field C on the **F203** panel, fields A – H will automatically fill in on the **F204** panel. Press the **Enter** key to automatically fill in the credit field (G). See E below if you receive an error for this field.

If a PO number *was not* entered in field C on the **F203** panel, fields A – H will need to be completed on the **F204** panel in order to generate a check.

A. **Reference Number** field – Use this field only if you need to match items on an invoice (**F203** panel) to the associated accounting string.

B. **Type** field **–**
X – Expenditure
R – Revenue – indicates a refund or revenue reversal.
A – Asset Trade – used when a check needs to be cut for an investment at another bank, petty cash, or change funds. An investment transfer within the same bank is done through the **Z612** panel (Chapter 9).

C. **Accounting String** field –
Fund – 800
Cost Center – Four-digit school number
Project – see Appendix A2 (refer to the original MCF for Type R; use 000000 for Type A)
Function – 9800 for expenditures; 39XX for Type R (refer to the original MCF); blank for Type A
Object Code – only use for expenditures (Type X) – see Appendix A1

D. **Amount** field – Enter the dollar amount to be charged to the accounting string.

E. **Full / Partial** field –only use this field if a P.O. is linked to the invoice. If an F (fully liquidate) is used in L above then an F (fully liquidate) **MUST** be used on **each** line of the invoice. If a P (partially liquidate) is used in L above then an F (fully liquidate) or P (partially liquidate) may be used on each line of the invoice.
F – Fully Liquidate – fully liquidates the encumbrance on the respected line
P – Partially Liquidate (default) – partially liquidates the encumbrance on the respected line.

F. **Debit** field – For Types X and R tab through this field. It will default. For Type A fill in the appropriate General Ledger number 11XX for Savings, Petty Cash, Change Funds, MM, CD, or Checking (see Appendix A1)

G. **Credit** field – Tab through this field. It will default.

Press the **Enter** key.

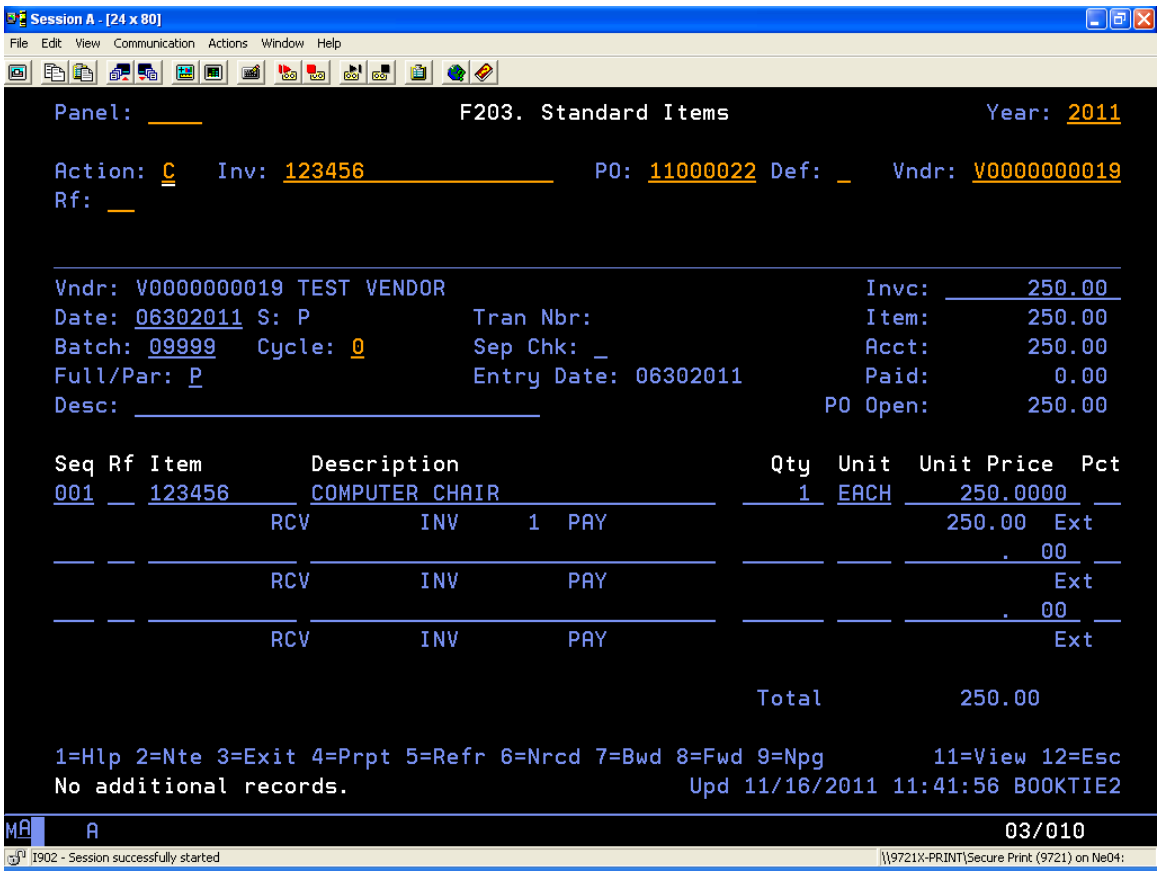
POSTING AN INVOICE

After all invoice information has been entered on the **F203** and **F204** panels the invoice is ready to be posted.

Action field – Enter a "P". Once the invoice posts the invoice information will become blue. Posted invoices will pull the next time checks are generated. **Do not post the invoice until it is ready to be paid.**

Below is an example of a posted invoice.

Invoices


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F203. Standard Items Year: 2011
Action: C Inv: 123456 PO: 11000022 Def: _ Vndr: V0000000019
Rf: __
Vndr: V0000000019 TEST VENDOR Invc: 250.00
Date: 06302011 S: P Tran Nbr: Item: 250.00
Batch: 09999 Cycle: 0 Sep Chk: _ Acct: 250.00
Full/Par: P Entry Date: 06302011 Paid: 0.00
Desc: PO Open: 250.00
Seq Rf Item Description Qty Unit Unit Price Pct
001 __ 123456 COMPUTER CHAIR 1 EACH 250.0000 __
RCV INV 1 PAY 250.00 Ext
RCV INV PAY .00 Ext
RCV INV PAY Ext
Total 250.00
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
No additional records. Upd 11/16/2011 11:41:56 BOOKTIE2
MA A 03/010
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne04:

CORRECTING A POSTED INVOICE

Only unposted invoices can be corrected. If an invoice hasn't been paid it can be unposted by placing a "U" in the action field on the **F203** panel.

CORRECTING AN UNPOSTED INVOICE

Invoices that are unposted can be deleted or corrected on the **F203** panel

Action field –

C – To *change* or *correct* an unposted invoice.

D – To *delete* an unposted invoice (*posted invoices cannot be deleted*).

Then, answer "Y" to "Delete (Y/N)" that appears at the bottom of the screen.

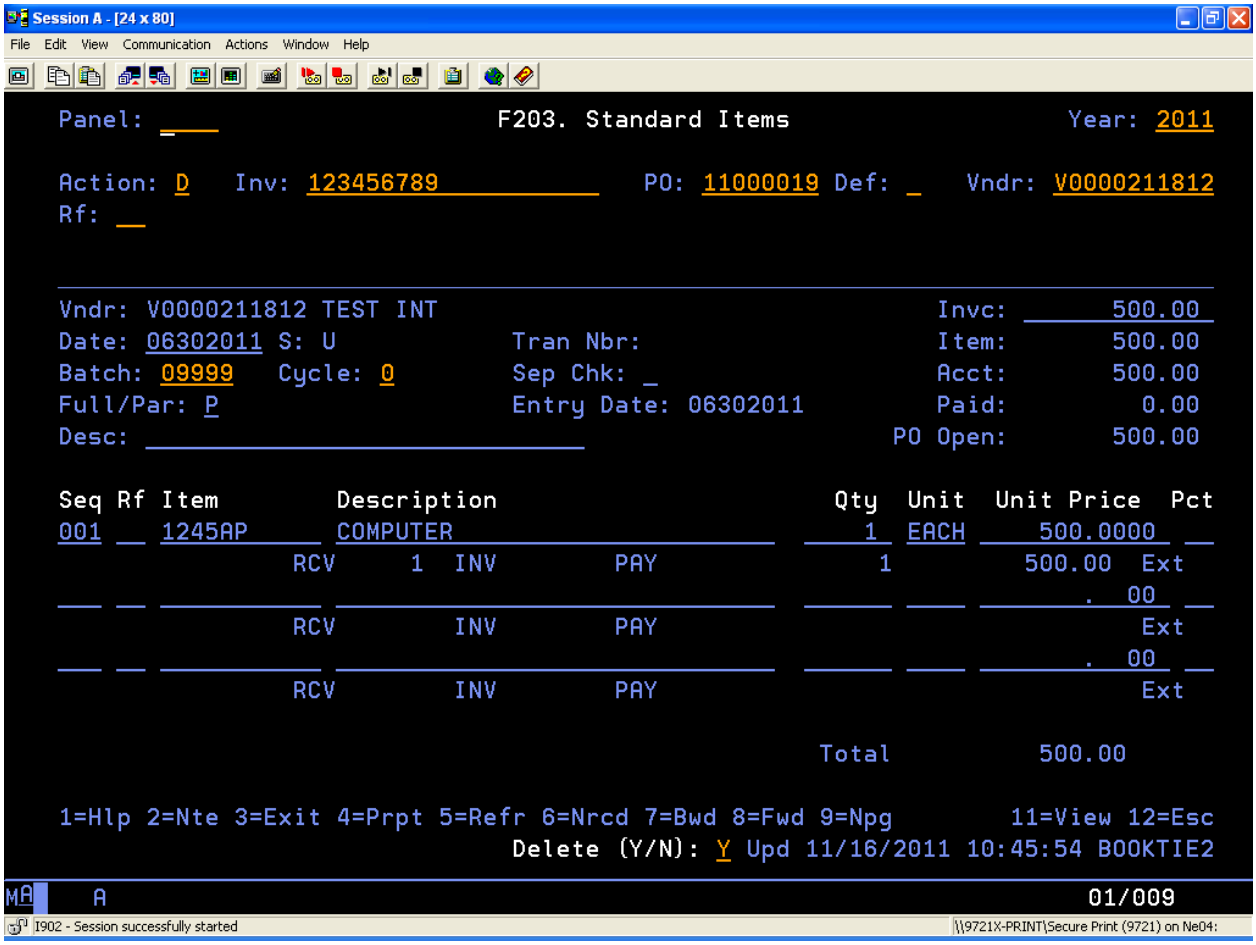
NEVER delete an invoice that has had a check generated, even if the check was voided.

U – Unpost a posted invoice (posted invoices that have been paid will not unpost).

X – Cancel an invoice.

Invoices

Below is an example of an invoice that is being deleted.

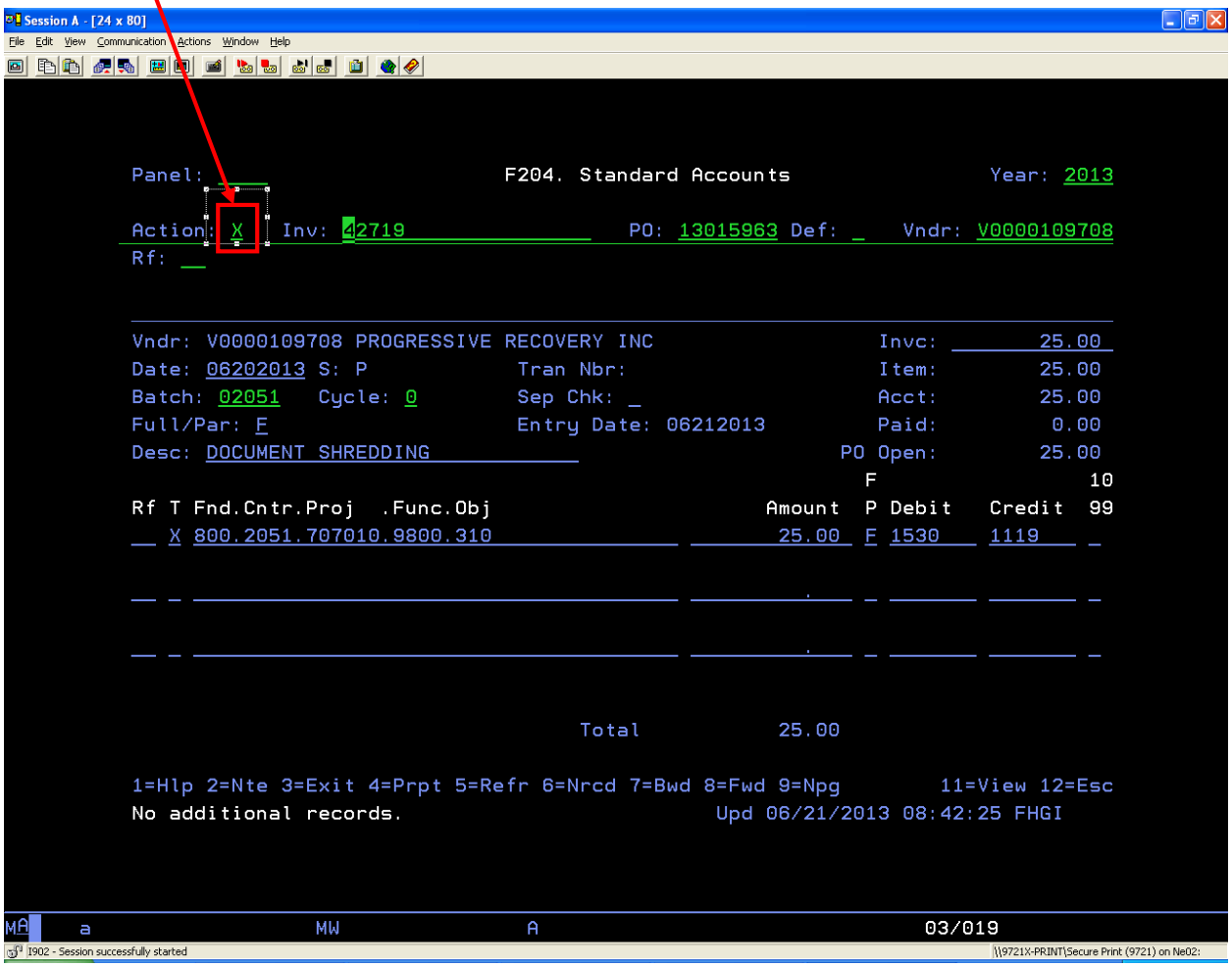

Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F203. Standard Items Year: 2011
Action: D Inv: 123456789 PO: 11000019 Def: _ Vndr: V0000211812
Rf: __
Vndr: V0000211812 TEST INT Invc: 500.00
Date: 06302011 S: U Tran Nbr: Item: 500.00
Batch: 09999 Cycle: 0 Sep Chk: _ Acct: 500.00
Full/Par: P Entry Date: 06302011 Paid: 0.00
Desc: PO Open: 500.00
Seq Rf Item Description Qty Unit Unit Price Pct
001 __ 1245AP COMPUTER 1 EACH 500.0000 __
RCV 1 INV PAY 1 500.00 Ext
RCV INV PAY .00 Ext
RCV INV PAY .00 Ext
RCV INV PAY Ext
Total 500.00
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
Delete (Y/N): Y Upd 11/16/2011 10:45:54 BOOKTIE2
MA A 01/009
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne04:

QUERYING ON INVOICES

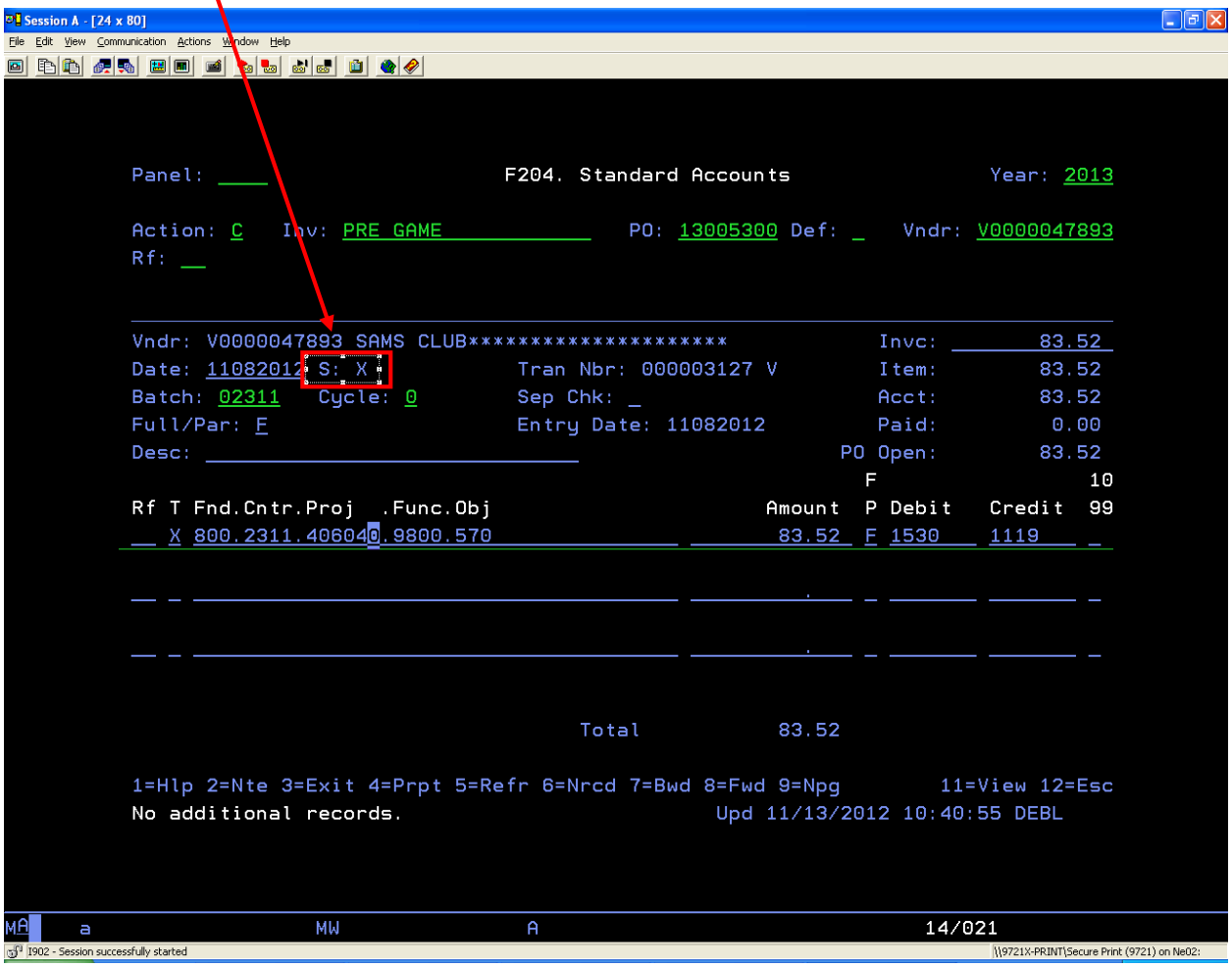
F201, **F202**, and **F222** screens can be used to query on invoices.

F201-Invoice Query – general query screen for invoices
F202-Invoice Query-Account – query by accounting string
F222-Invoice History Query – query on the history of an invoice

To Cancel:


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel:
F204. Standard Accounts
Year: 2013
Action: X Inv: 42719 PO: 13015963 Def: Vndr: V0000109708
Rf:
Vndr: V0000109708 PROGRESSIVE RECOVERY INC
Invc: 25.00
Date: 06202013 S: P
Tran Nbr:
Item: 25.00
Batch: 02051 Cycle: 0
Sep Chk:
Acct: 25.00
Full/Par: F
Entry Date: 06212013
Paid: 0.00
Desc: DOCUMENT SHREDDING
PO Open: 25.00
F 10
Rf T Fnd.Cntr.Proj .Func.Obj Amount P Debit Credit 99
X 800.2051.707010.9800.310 25.00 F 1530 1119
Total 25.00
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
No additional records.
Upd 06/21/2013 08:42:25 FHGI
MA a MW A 03/019
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne02:

After Canceled:


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F204. Standard Accounts Year: 2013
Action: C Inv: PRE GAME PO: 13005300 Def: _ Vndr: V0000047893
Rf: __
Vndr: V0000047893 SAMS CLUB********** Invc: 83.52
Date: 11082012 S: X Tran Nbr: 000003127 V Item: 83.52
Batch: 02311 Cycle: 0 Sep Chk: _ Acct: 83.52
Full/Par: F Entry Date: 11082012 Paid: 0.00
Desc: PO Open: 83.52
F 10
Rf T Fnd.Cntr.Proj .Func.Obj Amount P Debit Credit 99
__ X 800.2311.406040.9800.570 83.52 F 1530 1119 _
Total 83.52
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
No additional records. Upd 11/13/2012 10:40:55 DEBL
MA a MW A 14/021
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne02:

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Checks 7

The information provided in this chapter will demonstrate the process of generating checks, voiding checks, and running reports.

GENERATING CHECKS

CrossPointe Check Screens – Z607

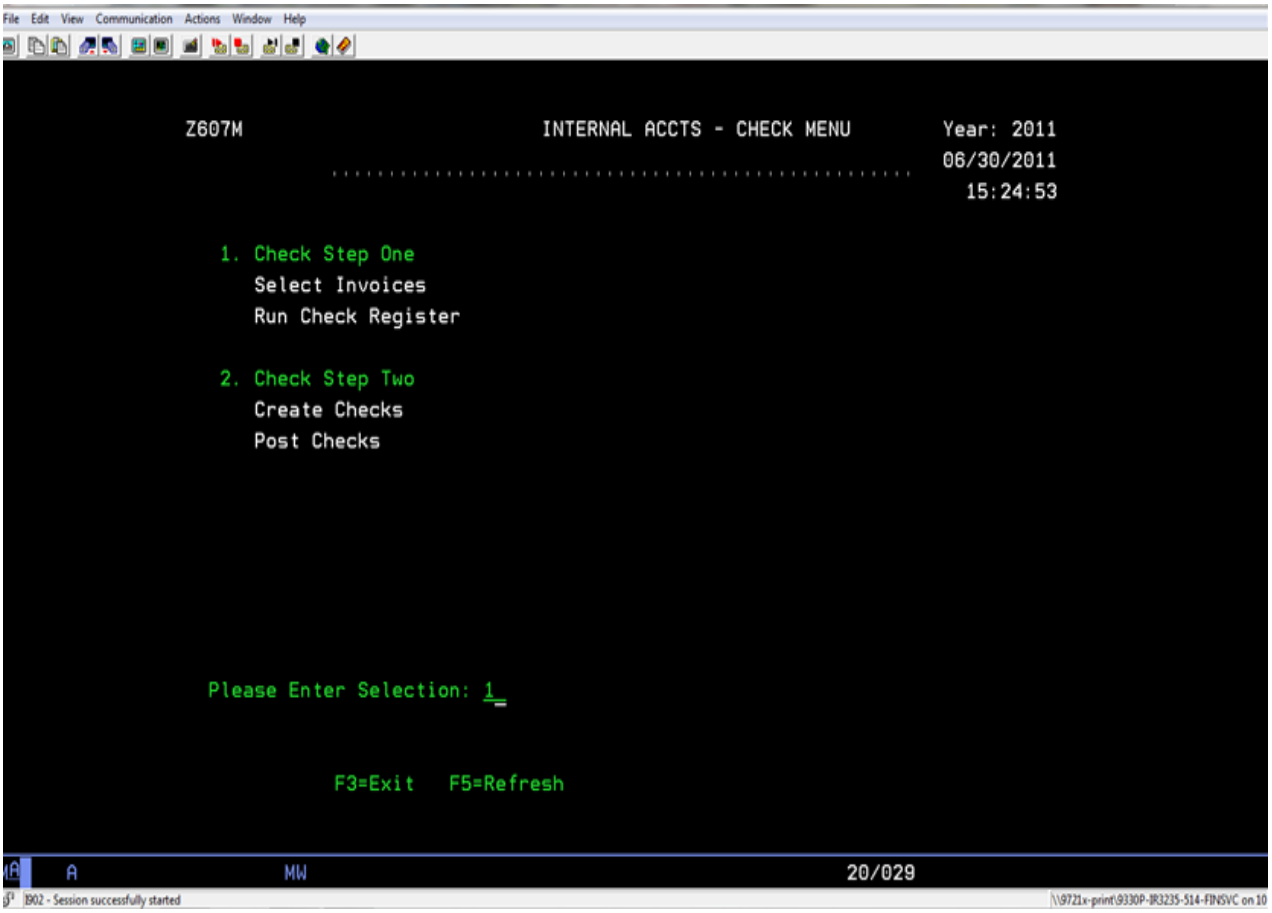
The **Z607** panel will be used to pull invoices and generate checks. This is a 3 step process.

The check process is not finshed until all 3 steps have been completed.

Step 1 – Select Invoices & Run Check Register

Z607 Panel

Check Step One – To process step one enter **1** into the bottom center of the screen after statement "Please Enter Selection". Then press the **Enter** key. **If an invoice is not ready to be paid it MUST be unposted.**

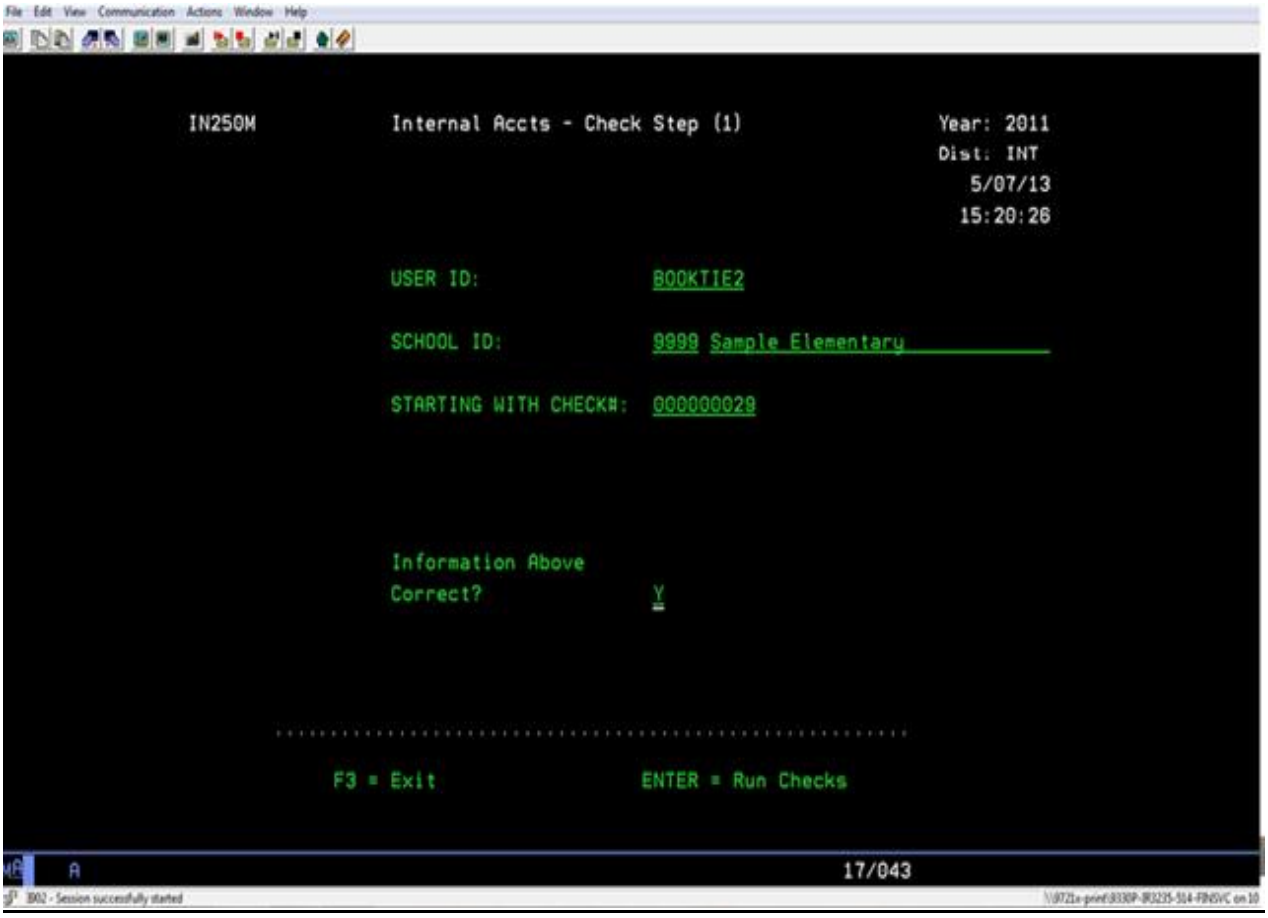


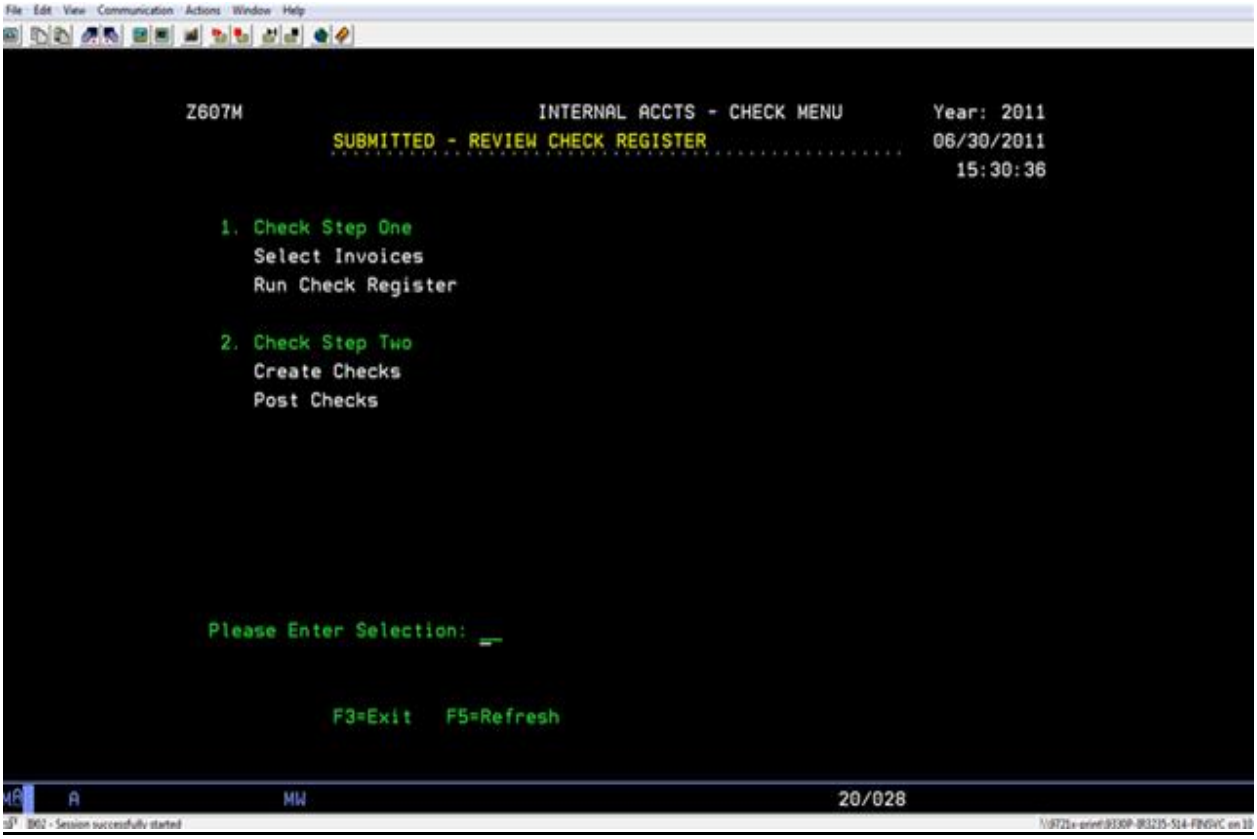
Checks 7

Verify the following displayed information:

- **User ID:** Verify your user ID is listed
- **School ID:** Verify your school number and school name is listed
- **Starting with Check #:** Verify the check number is correct. **DO NOT manually correct the check number. If the system does not automatically populate the correct check number, please contact School Accounting.**

To process step one enter **Y** into the bottom center of the screen after statement "Information Above Correct?" Then press the **Enter** key to submit **Step 1.**





F3 to exit **Z607** screen and from the **Panel** field enter PRT. Locate the **FB105** report. This report will show an OPN in the status column while the report is running. Once a RDY shows in the status column this report is ready to be viewed.

Option (Opt) field – Enter "5" to display the report on the screen.
Press the **Enter** key.

Verify on the **FB105** report that the correct number of checks is listed.

F3 to return to the PRT queue and locate the **FB106** report. This report will show an OPN in the status column while the report is running. Once a RDY shows in the status column this report is ready to be viewed.

Option (Opt) field – Enter "5" to display the report on the screen.
Press the **Enter** key.

The report will list all checks that are set up to be printed. Verify all checks to be printed have the correct vendor name, dollar amount listed, and today's date. Verify the correct starting check number is listed.

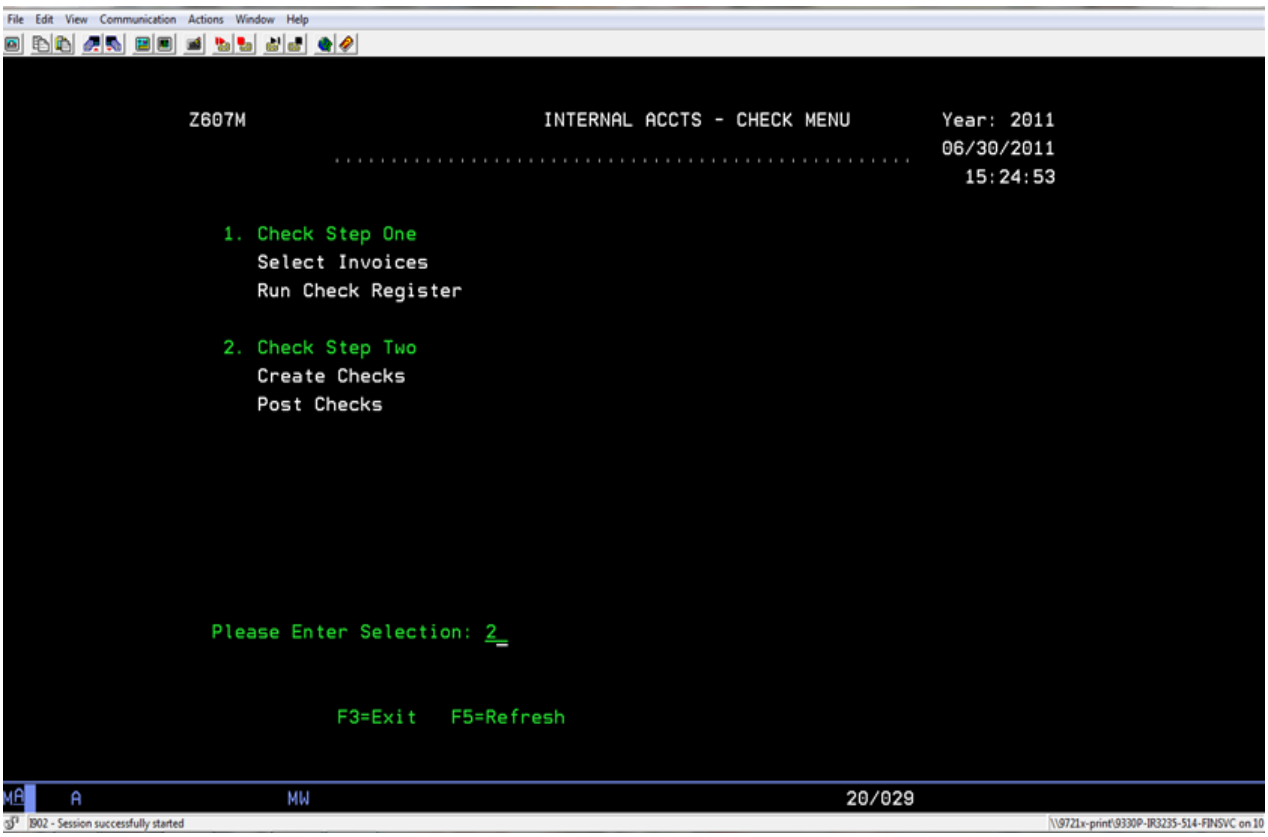
If there is an error go back to the **F203** screen, unpost the invoice(s), make the proper correction(s), and repost the invoice(s). Once all corrections have been made start back at **Step 1** on the **Z607** panel.

If everything is correct, print this report to file with the check documentation. After the report has printed properly proceed to **Step 2.**

Step 2 – Print & Post Checks

Z607 Panel

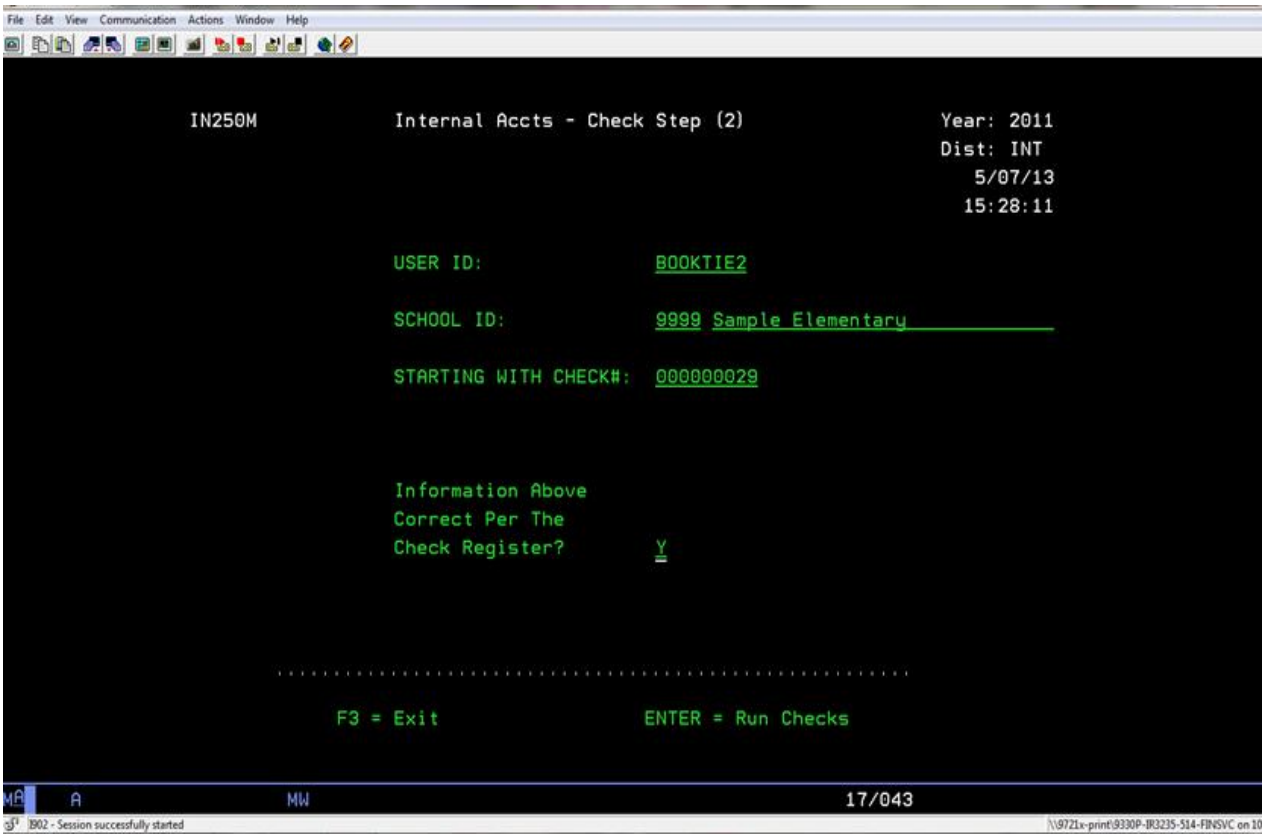
Check Step Two – To process step two enter **2** into the bottom center of the screen after statement "Please Enter Selection". Then press the **Enter** key.

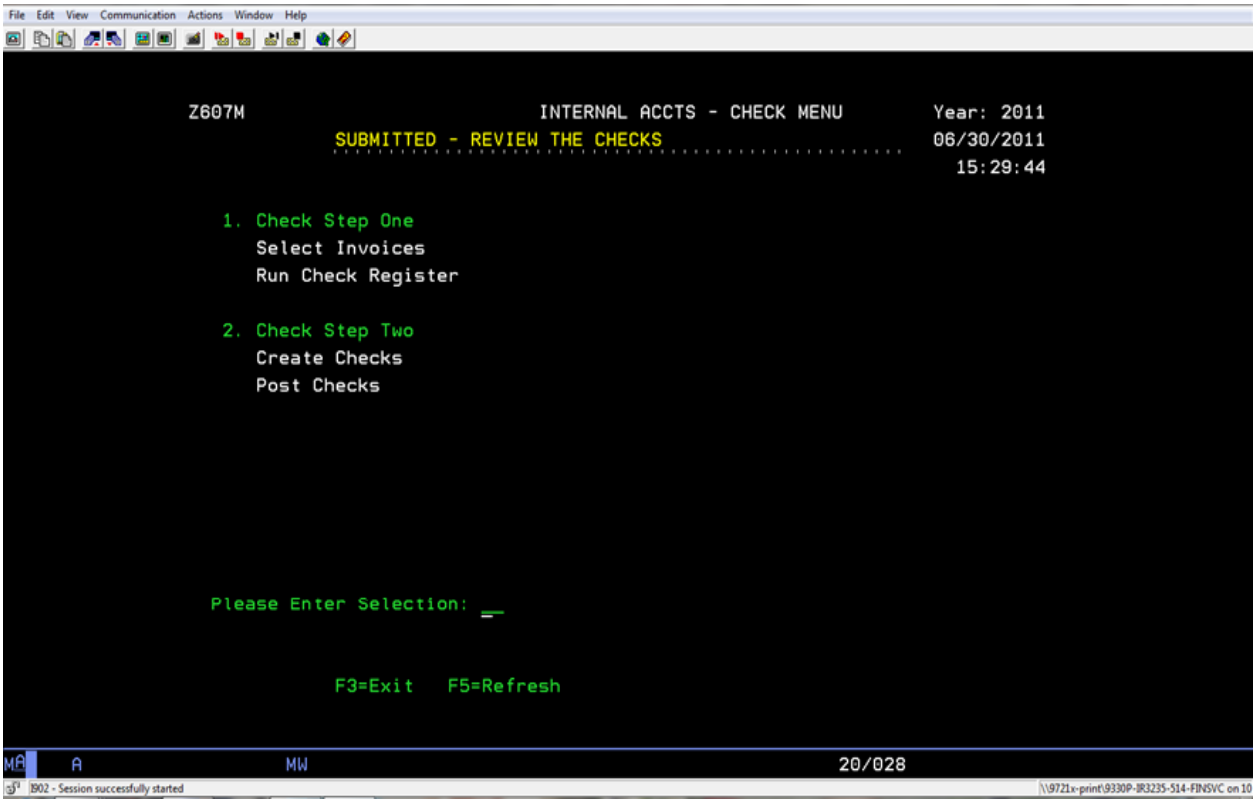


Verify the following displayed information:

- **User ID:** Verify your user ID is listed
- **School ID:** Verify your school number and school name is listed
- **Starting with Check #:** Verify the check number is correct. **DO NOT manually correct the check number. If the system does not automatically populate the correct check number, please contact School Accounting.**

To process step two enter **Y** into the bottom center of the screen after statement "Information Above Correct Per the Check Register?" Then press the **Enter** key to submit **Step 2.**





After completing Step 2, the checks generated will be located in the Internal Account checks folder on your desktop. The name of the PDF document will be the first check number generated on this check run. There will be one page for each check in the PDF document.

Open the folder and the PDF document to verify the date and beginning and ending check numbers are correct. If everything is correct, place the check paper in the printer and print the PDF document. **Please assure the printing parameters are set correctly*.** All checks included in this process will print at one time, unless you choose otherwise during your print request. *(Make sure the correct number of checks have been placed in the printer before printing the PDF document).*

* Printing Parameters for Adobe Reader Version 9: Page Scaling=None; Auto-Rotate and Center=Box Unchecked; Page Setup Orientation=Portrait
*Printing Parameters for Adobe Reader Version 10+: Size Options=Actual Size; Orientation=Portrait

F3 to exit **Z607** screen and from the **Panel** field enter PRT. Locate the **FB110** report. This report will show an OPN in the status column while the report is running. Once a RDY shows in the status column this report is ready to be viewed.

Option (Opt) field – Enter "5" to display the report on the screen.
Press the **Enter** key.

Verify report shows "Checks Posted", the correct number and dollar amount of posted checks is listed, and there are not any asterisks (errors) below the top line of information.

Step 3 – Confirm Journal Entries Posted for Checks

F611 Panel

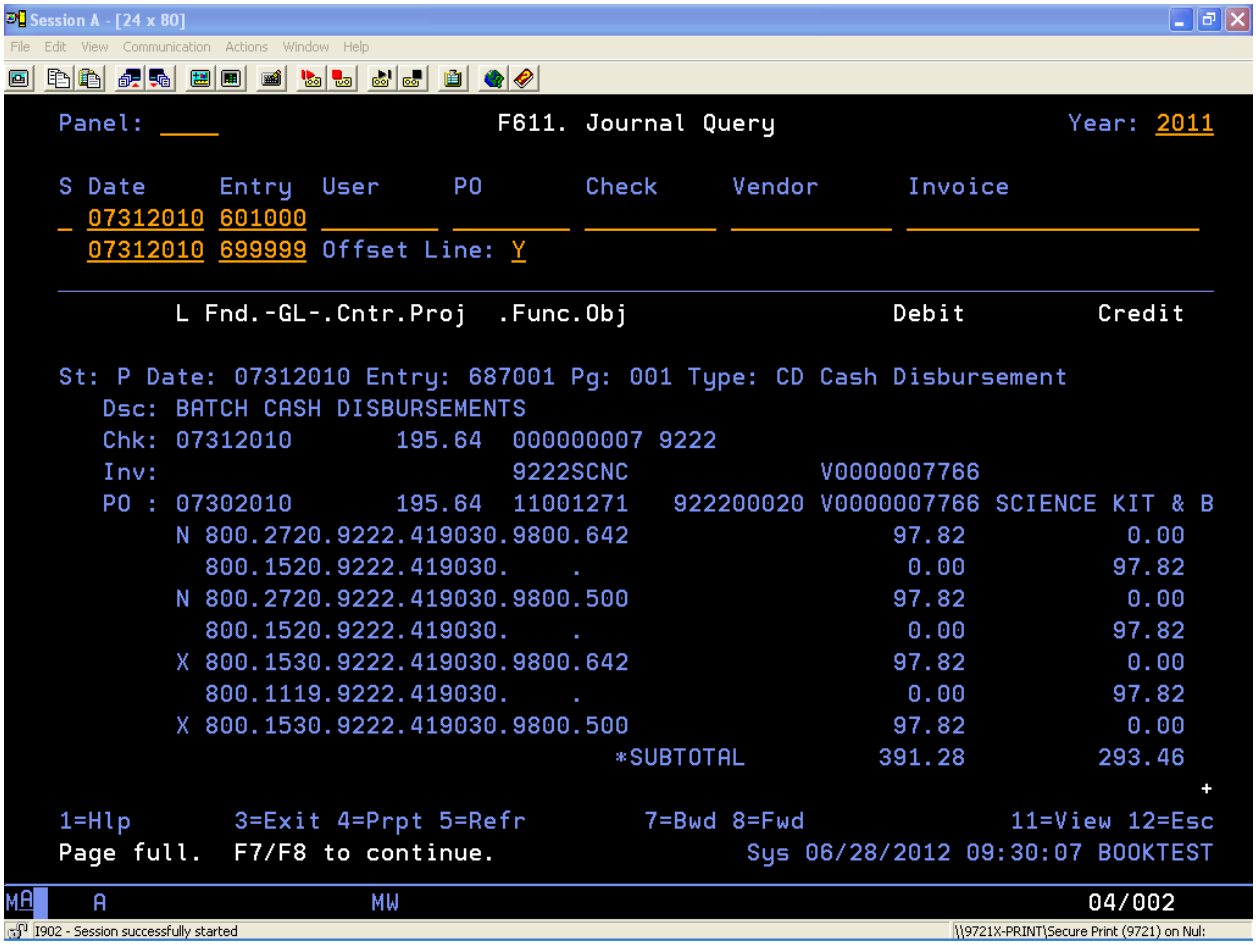
Date field – In both spaces, enter the day in which checks were run.

Entry field – Enter 601000 through 699999

Press the **Enter** key.

Make sure there is a posted entry for each check that was printed.

Below is an example of the F611 panel when confirming that journal entries posted for checks.



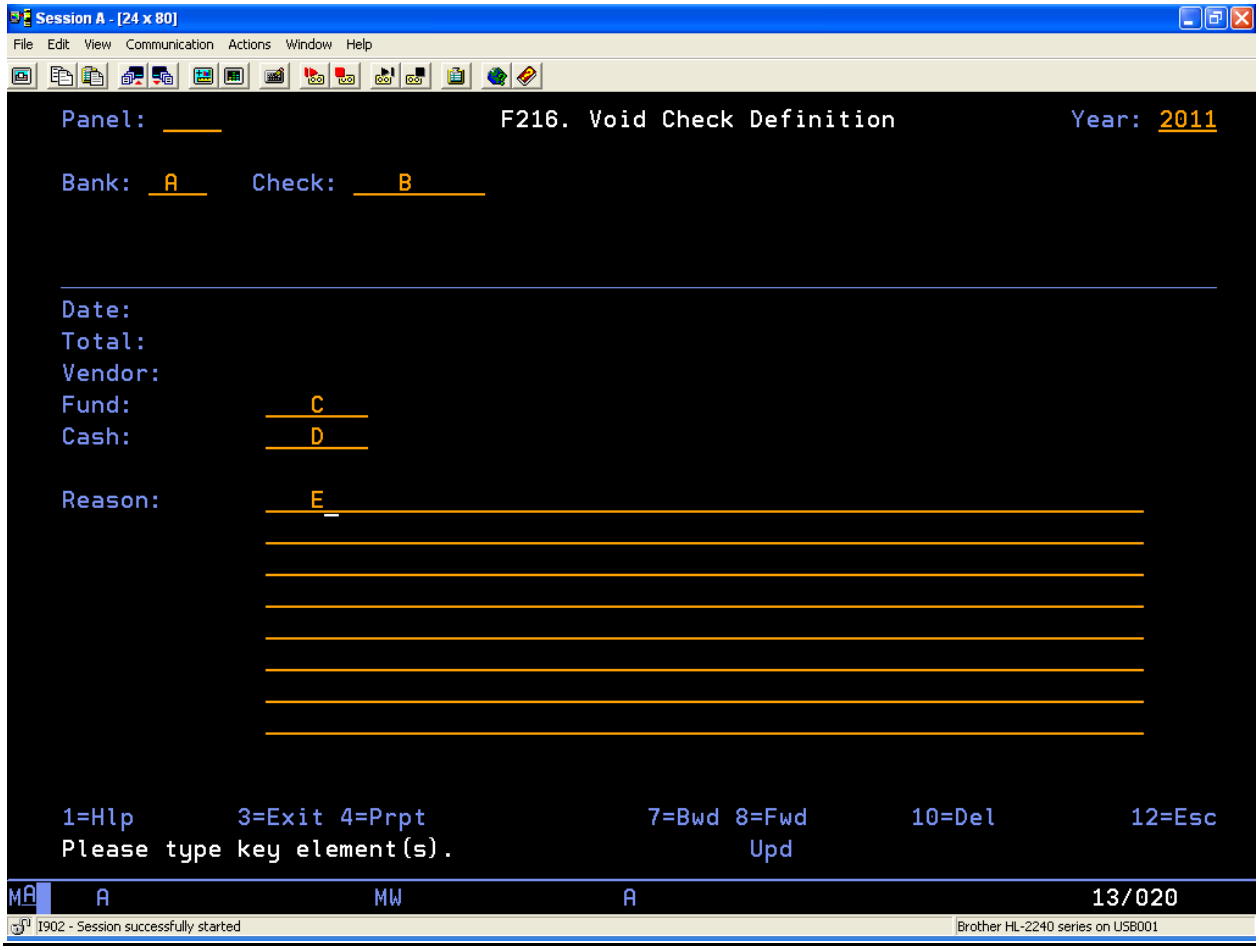
VOIDING CHECKS

CrossPointe Invoice Screens – The **F216** and **F217** panels will be used to void checks. This is a 4 step process. **The void process is not finished until all 4 steps have been completed.**

Checks from a previous fiscal year and attached to a P.O. that did not roll into the new fiscal year CANNOT be voided. See instructions at the end of page 7-9 and please contact School Accounting.

Step 1 – Selecting Checks

F216 Panel



A. **Bank** field – Tab through this field. It will default to your school number.

B. **Check Number** field – Enter the check number that needs to be voided.

Press the Enter key. The Date, Total, and Vendor information will fill in.

C. **Fund** field – Tab through this field. It will default to 800.

D. **Cash Account** field – Tab through this field. It will default to 1119.

E. **Reason for Void** field – Use this field to describe why the check needs to be voided. Please be as specific as possible. Also notate if the check will be reissued or the invoice cancelled.

Press the Enter key now and the default information will fill in on fields C & D.

Step 2 – Void Checks in Edit Mode
F217 Panel

Request field – Enter 001. Then press the **Enter** key. This request is set up with the proper title and controls to void all checks entered on the **F216** panel. This step can be completed once a day with one or multiple checks voided on the **F216** panel.

Date field – Enter today's date as the void date.
E/P field – Change to "E" for edit mode.
Press the **Enter** key.

After verifying the date is correct **press the F11 key to submit Step 2.**

From the **Panel** field enter PRT. Locate the **FB115A** report. This report will show an OPN in the status column while the report is running. Once a RDY shows in the status column this report is ready to be viewed.

Option (Opt) field – Enter "5" to display the report on the screen.
Press the **Enter** key.

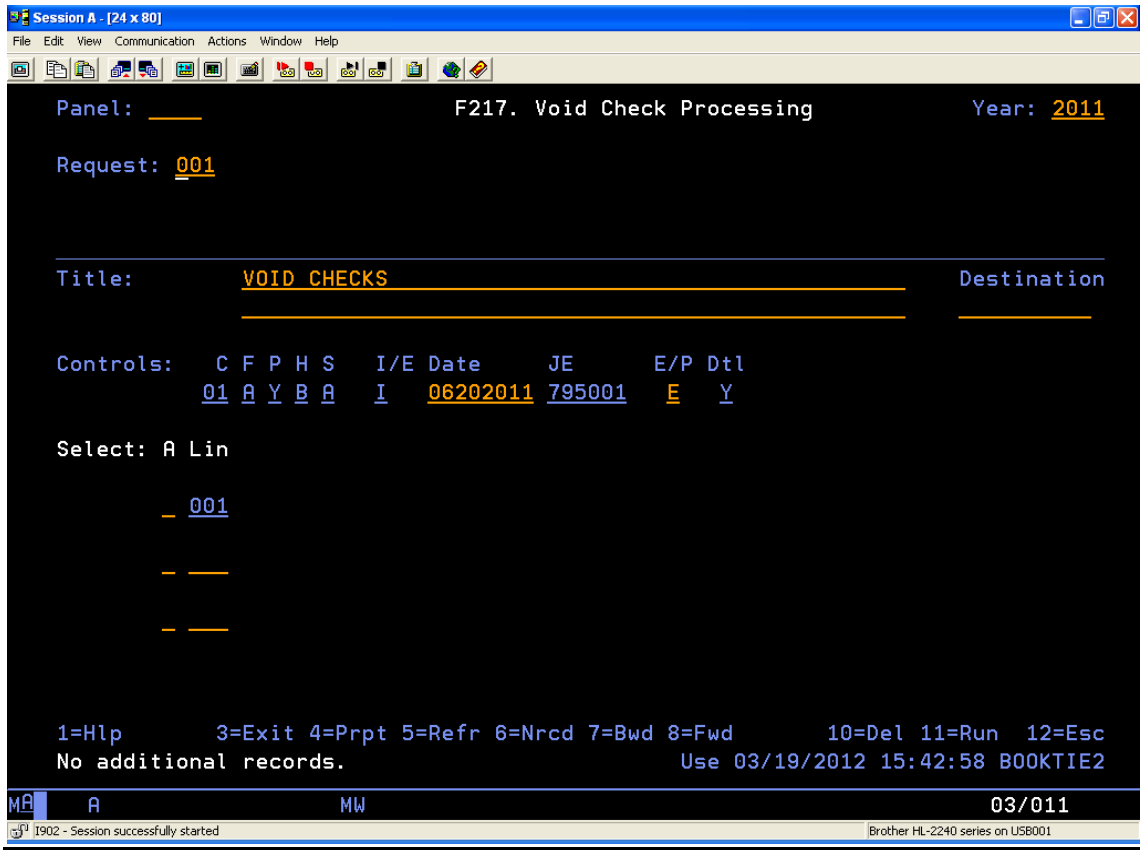
Verify on the **FB115A** report that the correct checks are listed to be voided.

If correct, proceed to Step 3. If there is an error, go back to the **F216** panel and using the **F10** key, delete the check that is incorrectly set up to be voided. **Do not press Enter**. This will add the check back to the void list.

Possible errors would be a void of a check that was issued in a prior year with a closed P.O. If you receive an error on the Edit please double check the P.O. on the **F814** panel to verify that it is active for the current year. If it is not active for the current year then School Accounting will need to perform the Void as a journal entry. Follow steps above to delete **F216** file then contact School Accounting with the following information:

- Copy of check stub
- Copy of the P.O.
- Reason for the void
- Whether or not the check will be re-issued

Below is an example of request card 001 – Step 2 – **F217** (in edit mode).


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F217. Void Check Processing Year: 2011
Request: 001
Title: VOID CHECKS Destination
Controls: C F P H S I/E Date JE E/P Dtl
01 A Y B A I 06202011 795001 E Y
Select: A Lin
_ 001
_ ___
_ ___
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
No additional records. Use 03/19/2012 15:42:58 BOOKTIE2
MA A MW 03/011
I902 - Session successfully started
Brother HL-2240 series on USB001

Step 3 – Void Checks in Post Mode

F217 Panel

Request field – Enter 001. Then press the **Enter** key. This request is set up with the proper title and controls to void all checks entered on the **F216** panel. This step can be completed once a day with one or multiple checks voided on the **F216** panel.

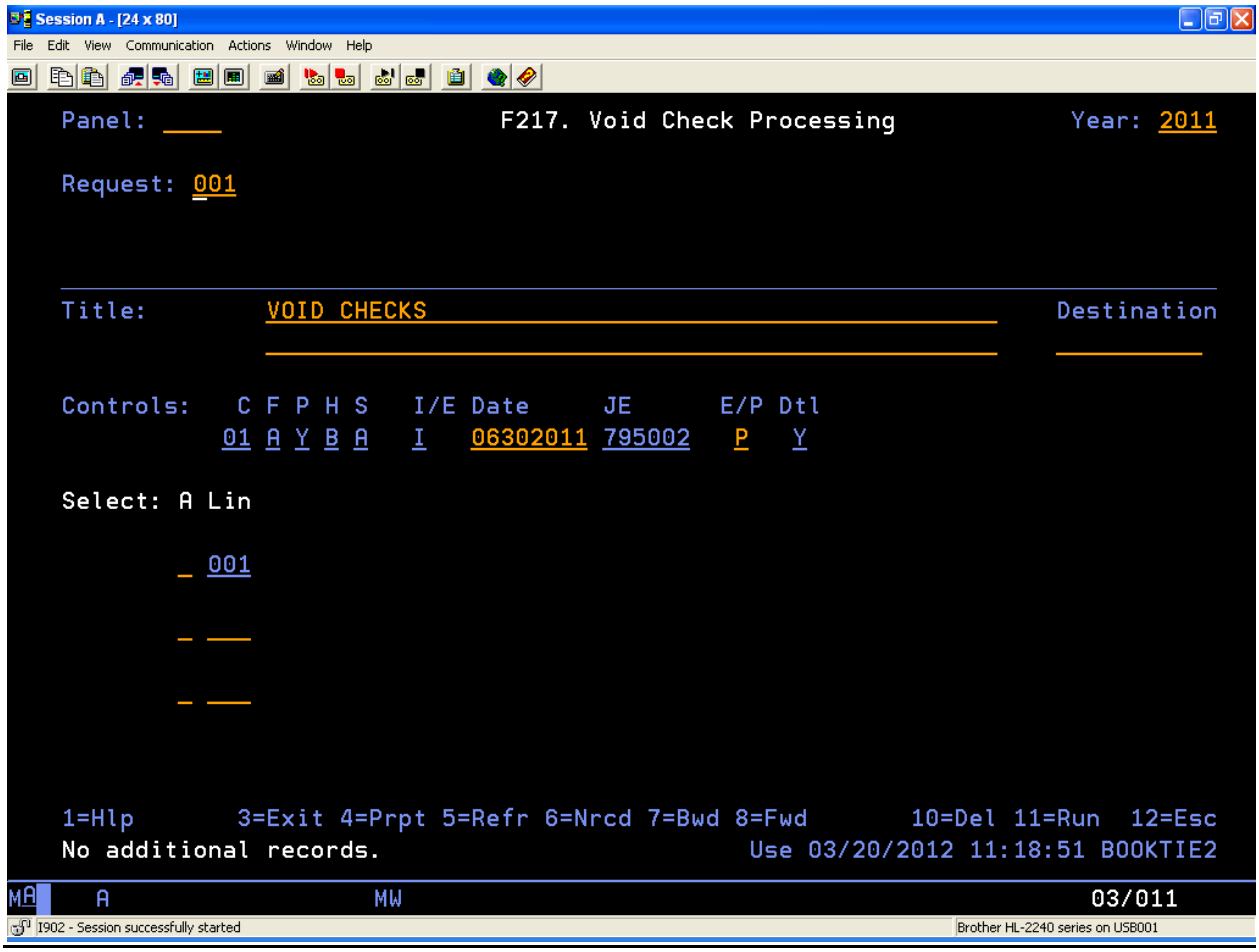
E/P field – Change to "P" for post mode.
Press the **Enter** key.
Press the F11 key to submit Step 3.

From the **Panel** field enter PRT. Locate the **FB115A** report. This report will show an OPN in the status column while the report is running. Once a RDY shows in the status column this report is ready to be viewed.

Option (Opt) field – Enter "5" to display the report on the screen.
Press the **Enter** key.

Verify on the **FB115A** report that the correct checks have been voided.

Below is an example of request card 001 – Step 3 – **F217** (in post mode).


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F217. Void Check Processing Year: 2011
Request: 001
Title: VOID CHECKS Destination
Controls: C F P H S I/E Date JE E/P Dtl
01 A Y B A I 06302011 795002 P Y
Select: A Lin
_ 001
_ ___
_ ___
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
No additional records. Use 03/20/2012 11:18:51 BOOKTIE2
MA A MW 03/011
I902 - Session successfully started
Brother HL-2240 series on USB001

IMPORTANT: A new check will run the next time you go through the check process (Steps 1 through 3 in this chapter). If a correction needs to be made to the invoice before a new check is processed, unpost the invoice, make the correction, and post it again (refer to Chapter 6-Invoices). If the invoice should not be repaid at all, cancel the invoice; do NOT unpost it (refer to Chapter 6-Invoices).

Step 4 – Confirm Journal Entries Posted for Voided Checks

F611 Panel

Date field – In both spaces, enter the day in which the voids were done.

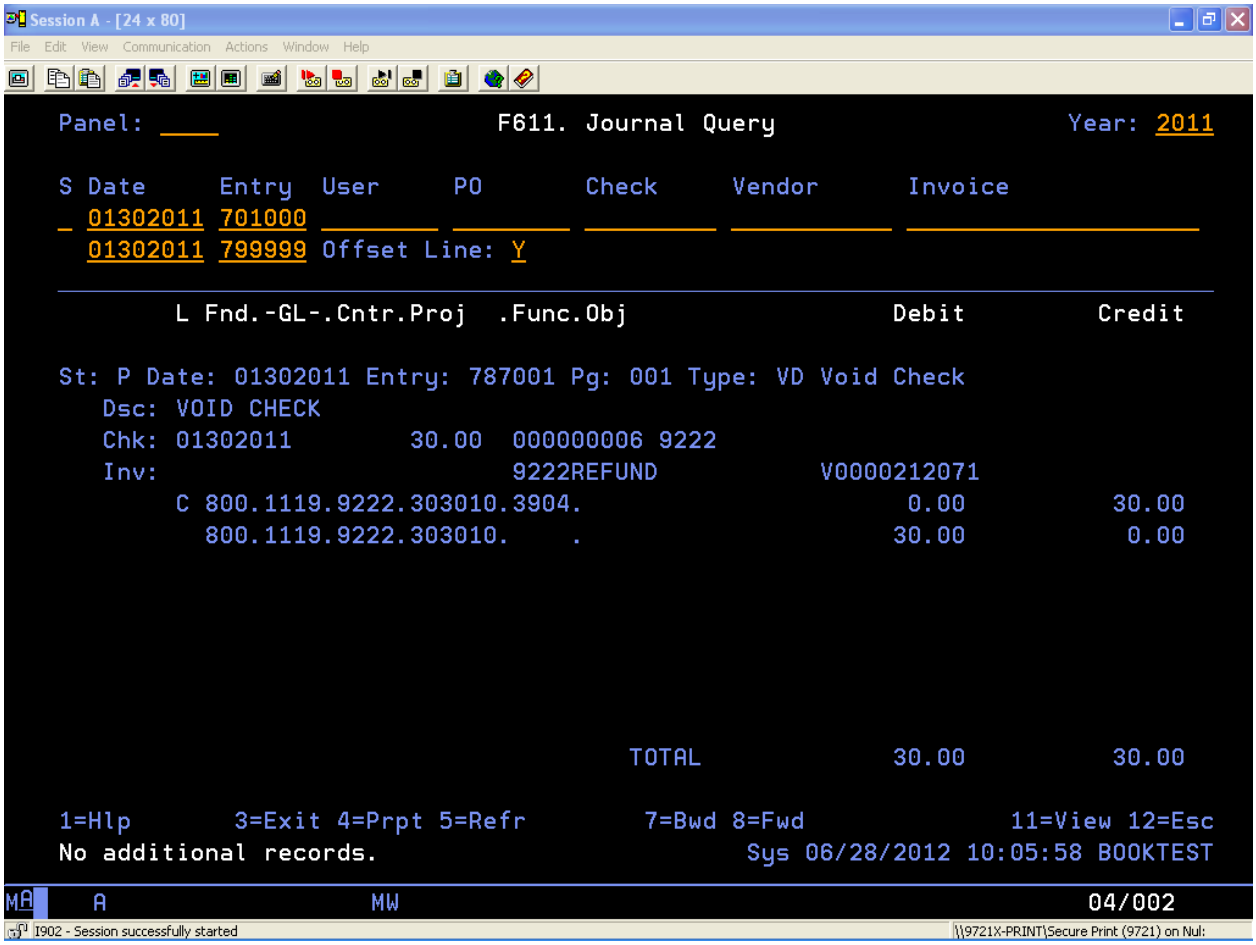
Entry field – Enter 701000 through 799999

Press the **Enter** key.

Make sure there is a posted entry for each check that was voided.

Checks

Below is an example of the F611 panel when confirming that journal entries posted for voided checks.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F611. Journal Query Year: 2011
S Date Entry User PO Check Vendor Invoice
_ 01302011 701000
01302011 799999 Offset Line: Y
L Fnd.-GL-.Cntr.Proj .Func.Obj Debit Credit
St: P Date: 01302011 Entry: 787001 Pg: 001 Type: VD Void Check
Dsc: VOID CHECK
Chk: 01302011 30.00 000000006 9222
Inv: 9222REFUND V0000212071
C 800.1119.9222.303010.3904. 0.00 30.00
800.1119.9222.303010. . 30.00 0.00
TOTAL 30.00 30.00
1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc
No additional records. Sys 06/28/2012 10:05:58 BOOKTEST
MA A MW 04/002
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Nul:

RUNNING REPORTS

The **Z605** panel will be used to print a daily, weekly, or monthly Check Register and a daily, weekly or monthly Void Register. Daily and weekly reports are optional. A monthly check register and void register are required to be printed and filed.

Check Register

From the **Z605** panel enter selection 1. This selection will then ask for a first check date and last check date. After both dates have been entered press the **Enter** key to run the report.

Void Register

From the **Z605** panel enter selection 2. This selection will then ask for a first check date and last check date. After both dates have been entered press the **Enter** key to run the report.

Below is an example of the **Z605** panel.

Checks 7

PRINTING REPORTS

From the **Panel** field enter PRT. Locate the **IN037A** report for the Check Register and the **IN038A** report for the Void Register. The report will show an OPN in the status column while the report is running. Once a RDY shows in the status column the report is ready to be viewed.

Option (Opt) field – Enter "5" to display the report on the screen
Press the **Enter** key.

If the dates are correct, print the report.

There are three ways to print the report:

1. Using the GUI printer
2. Using a network printer
3. Using a printer session

For assistance in using any of the print options please contact your school technician and/or the Brevard Public Schools Help Desk.

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Journal Entries 8

The information provided in this chapter will identify the journal entry numbering system and will demonstrate the process of querying on journal entries.

JOURNAL ENTRY NUMBERING SYSTEM

The number of a journal entry identifies the type of entry made. The following list displays the journal entry numbering system and how journal entry numbers are assigned.

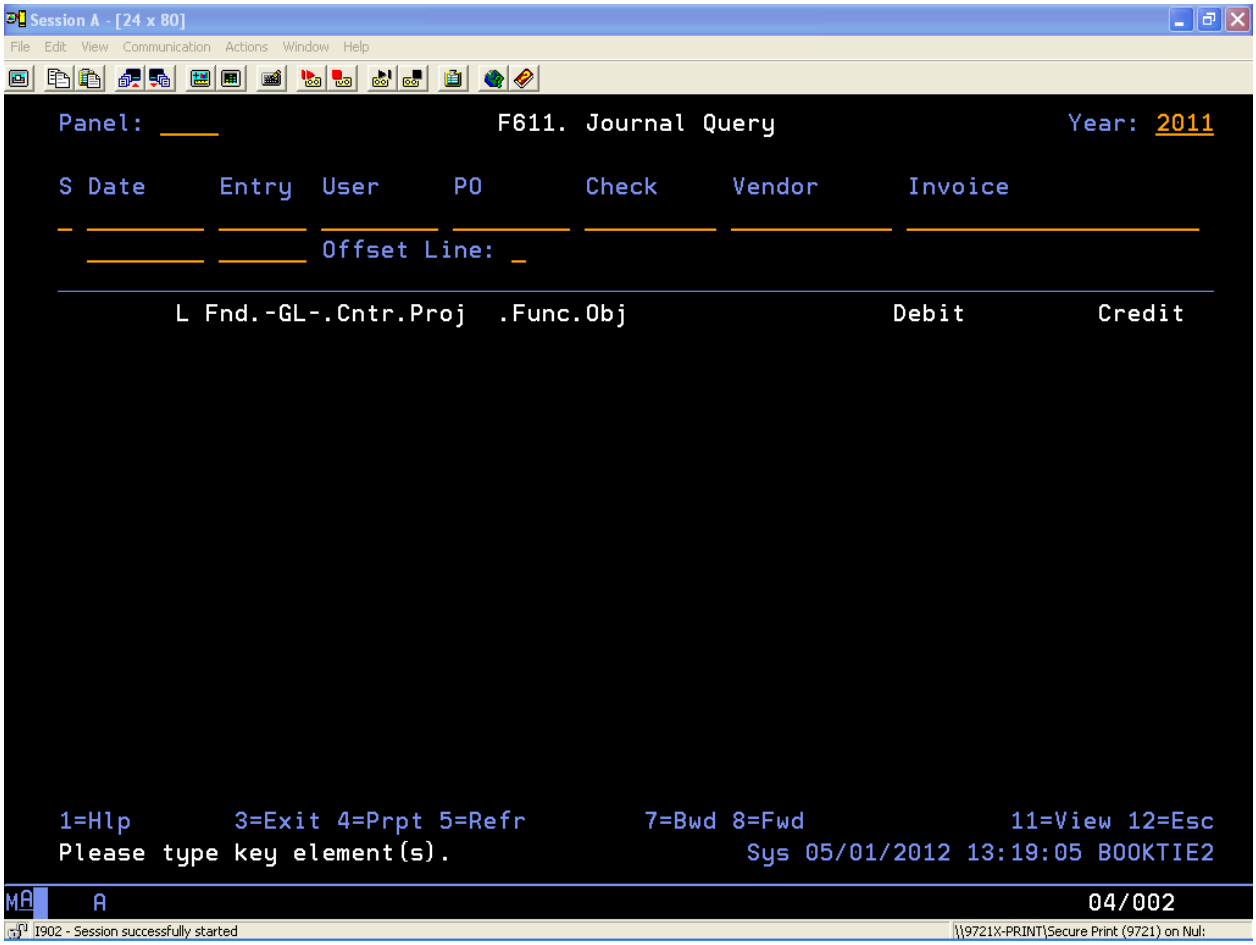
Journal Entry Number	Journal Entry Type
0XXXXX – 24XXXX	System Assigned Entries
25XXXX	District Payroll Entries
26XXXX	Fixed Asset Entries
27XXXX – 29XXXX	District Entries
30XXXX – 39XXXX	Purchasing Entries
40XXXX – 49XXXX	Cash Receipt Entries
50XXXX – 59XXXX	Journal Entries (panel Z612 adjustments and transfers)
601XXX – 699XXX	A/P Check Entries
701XXX – 786XXX	A/P Voided Check Entries
8XXXXX	Currently Undefined
9XXXXX	Currently Undefined

QUERYING ON JOURNAL ENTRIES

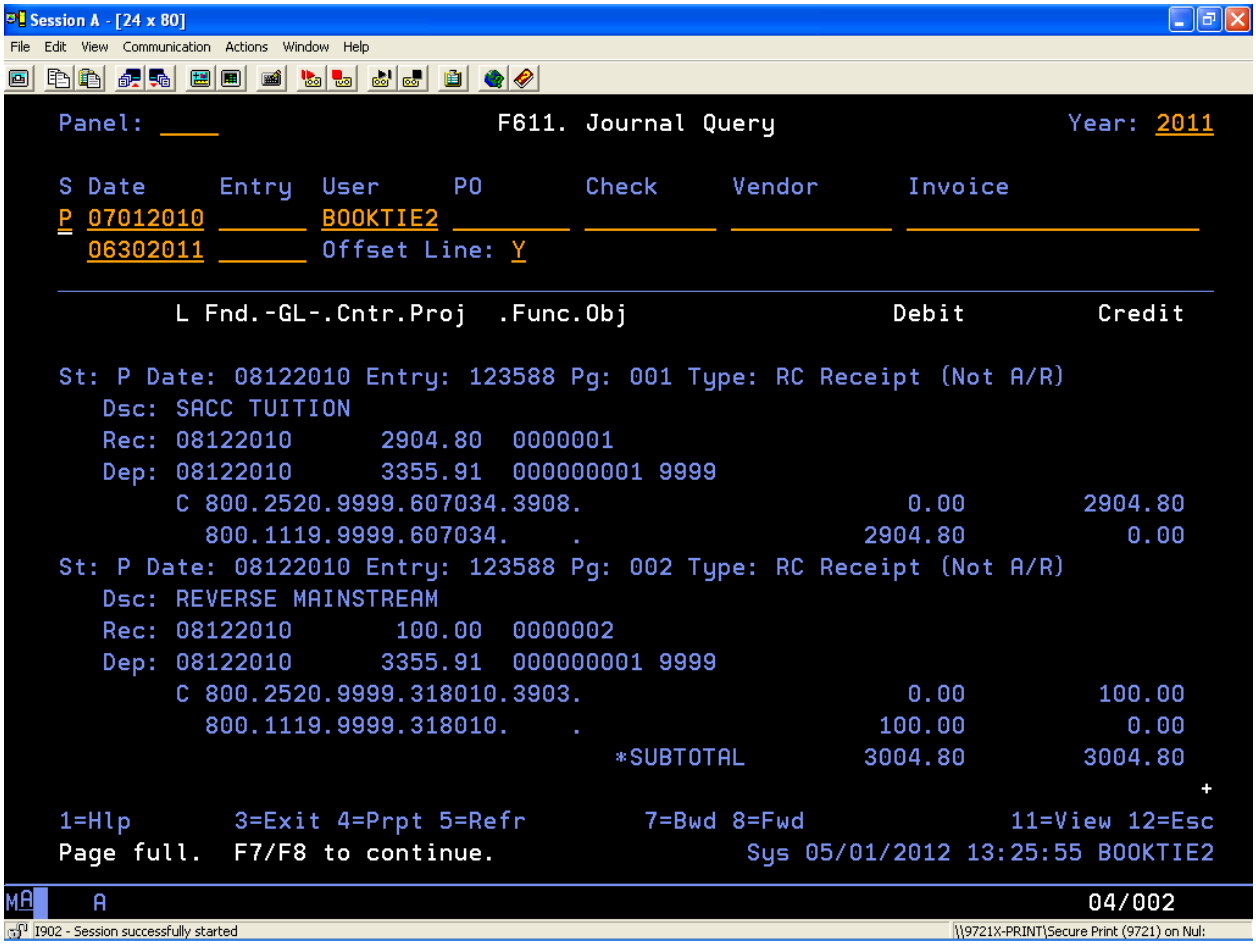
The **F611-Journal Query** screen can be used to query on journal entries. It allows query options including posted or unposted, date, entry number, purchase order number, check number, vendor number, and invoice number.

Below is an example of the **F611** screen before filling in any query options.

Journal Entries


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F611. Journal Query Year: 2011
S Date Entry User PO Check Vendor Invoice
Offset Line: _
L Fnd.-GL-.Cntr.Proj .Func.Obj Debit Credit
1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc
Please type key element(s). Sys 05/01/2012 13:19:05 BOOKTIE2
MA A 04/002
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Nul:

Below is an example of the F611 screen after requesting all posted journal entries during FY11 that were entered by User BOOKTIE2.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ F611. Journal Query Year: 2011
S Date Entry User PO Check Vendor Invoice
P 07012010 BOOKTIE2
06302011 Offset Line: Y
L Fnd.-GL-.Cntr.Proj .Func.Obj Debit Credit
St: P Date: 08122010 Entry: 123588 Pg: 001 Type: RC Receipt (Not A/R)
Dsc: SACC TUITION
Rec: 08122010 2904.80 0000001
Dep: 08122010 3355.91 000000001 9999
C 800.2520.9999.607034.3908. 0.00 2904.80
800.1119.9999.607034. . 2904.80 0.00
St: P Date: 08122010 Entry: 123588 Pg: 002 Type: RC Receipt (Not A/R)
Dsc: REVERSE MAINSTREAM
Rec: 08122010 100.00 0000002
Dep: 08122010 3355.91 000000001 9999
C 800.2520.9999.318010.3903. 0.00 100.00
800.1119.9999.318010. . 100.00 0.00
*SUBTOTAL 3004.80 3004.80
1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc
Page full. F7/F8 to continue. Sys 05/01/2012 13:25:55 BOOKTIE2
MA A 04/002
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Nul:

Press the **Page Down** key to view additional journal entries.

To view more details of a particular entry, place the cursor on the first line of the entry and press the **F11** key.

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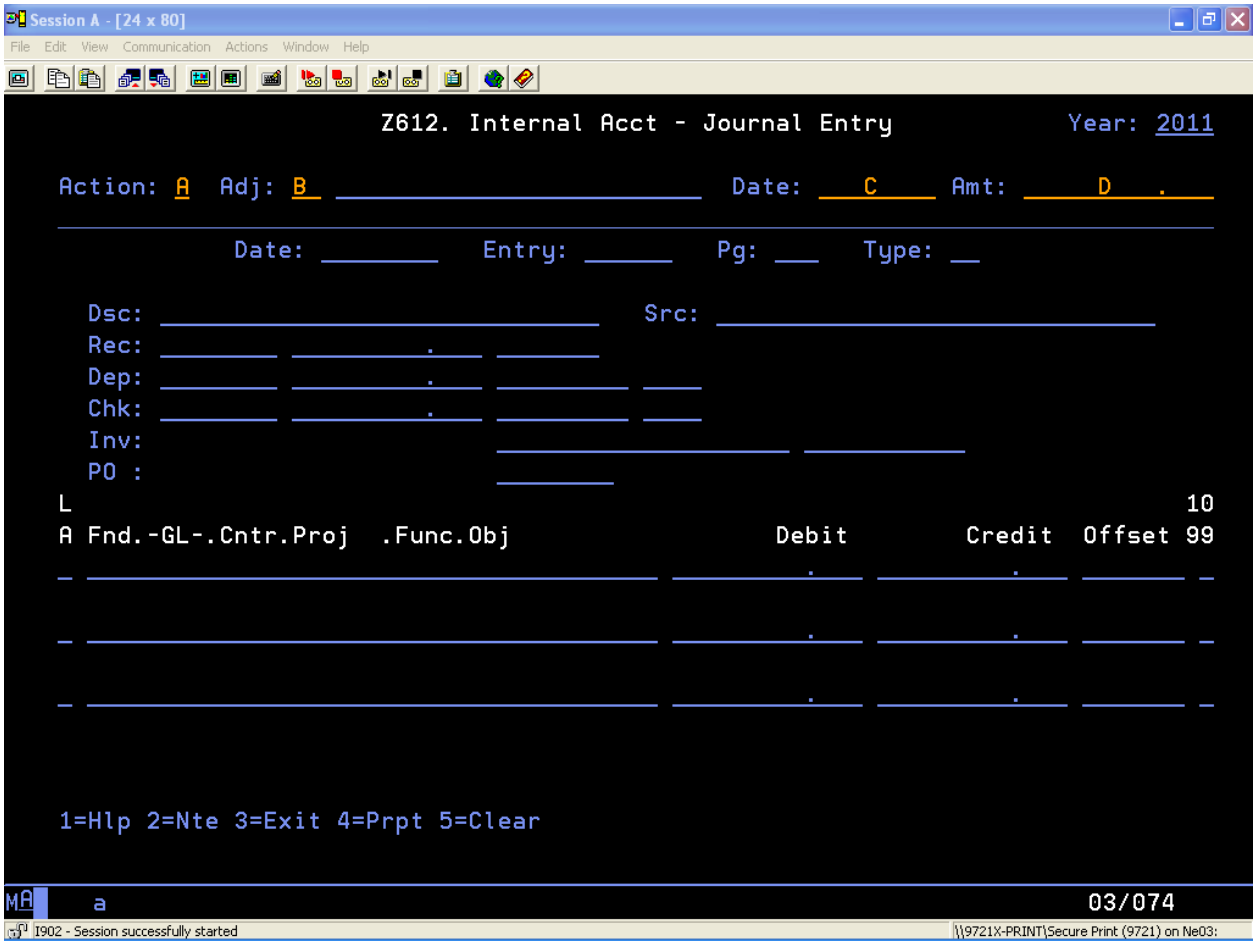
Journal Entries (Transfers and Adjustments) 9

The information provided in this chapter will demonstrate the process of entering journal entries for transfers and adjustments.

ENTERING A TRANSFER OR ADJUSTMENT JOURNAL ENTRY

The **Z612** screen has been customized for posting common journal entries for transfers and adjustments. This screen will automatically set up the journal entry's debits and credits, accounting strings, and other information based on the type of transfer or adjustment chosen and the data entered.

Below is an example of the **Z612** panel.



A. **Action** field –
   A – Add a journal entry
   C – Change an unposted journal entry
   D – Delete an unposted journal entry *(posted journal entries cannot be deleted)*
   P – Post an unposted journal entry

Journal Entries (Transfers and Adjustments) 9

B. **Adjustment** field – Choose from the following adjustments. Either type in the number or select from the list using the F4 key.

			DATA ENTRY REQUIRED:					
		TYPE	DESC	GL	PROJ	FUNC	OBJ	DR/CR
01	Interest – Checking Account	RC						
02	Interest – Savings Account	JE						
03	Interest – Money Market Account	JE						
04	Interest – CD Account	JE						
05	Service Charge – Checking (includes NSF fees)	SC						
06	Service Charge – Savings Account	JE						
07	Service Charge – Money Market Account	JE						
08	Service Charge – CD Account	JE						
09	Bank Supplies (checks, bank bags, deposit slips)	SC	X					
10	Recording NSF Check	RC	X					
11	Repayment of NSF Check (see note below)	RC	X					
12	Fix Deposit Error – Increase Amount in AS400	RC	X		X	X		
13	Fix Deposit Error – Decrease Amount in AS400	RC	X		X	X		
14	Fix Deposit Error – Correct a Project Number	JE	X		X	X		X*
15	Fix Deposit Error – Correct a Function Number	JE	X		X	X		X*
16	Fix Check Error – Increase Amount in AS400	SC	X		X		X	
17	Fix Check Error – Decrease Amount in AS400	SC	X		X		X	
18	Fix Check Error – Correct a Project Number	JE	X		X		X	X**
19	Fix Check Error – Correct an Object Number	JE	X		X		X	X**
20	Write-Off NSF Check	JE	X		X	X		
21	Automatic Sales Tax Pmt (from Checking)	SC						
22	Automatic Checking Pmt – Other	SC	X		X		X	
23	Regular Transfer	JE	X		X			X*
24	Transfer to Purchase(i.e. key club buys yrbk ad)	JE	X		X	X	X	X*
25	Transfer to Investment (within the same bank)	SC	X	X				
26	Transfer from Investment	RC	X	X				
27	Reversal – Checking Service Charge (see note below)	SC						
28	Reversal – Savings Account Service Charge	JE			X			
29	Reversal – Money Market Account Service Charge	JE			X			
30	Reversal – CD Account Service Charge	JE			X			

C. **Date** field – Enter the transaction date. If the Enter key has already been pressed, this field will be blocked. Choose **F3** to back out and restart.

D. **Amount** field – Enter the transaction amount.

Press the **Enter** key.
Press the **Enter** key again. The bottom of the screen will display "Record Added. Next?"

Adjustments 09 through 20, 22 through 26, and 28 through 30 require additional data entry as marked above. Only the fields requiring data will be available for input. Fill in these fields from the completed approval form.

* Debit will decrease; credit will increase ** Debit will increase; credit will decrease
NOTE FOR #11 – Collection of bank or school NSF fees are posted through a deposit (Chapter 3).

NOTE FOR #27 – Includes recording bank credit of NSF fees.

The system will not allow you to leave the **Z612** panel unless you Post or Delete the journal entry.

POSTING A TRANSFER OR ADJUSTMENT JOURNAL ENTRY
Place a "P" in the **Action** field to post the record. Then answer "Y" to "Post JE (Y/N)" that appears at the bottom of the screen.

Press the **Enter** key.
Press the **F5** key to refresh the panel and add another record.

CORRECTING A POSTED TRANSFER OR ADJUSTMENT JOURNAL ENTRY
For corrections to posted journal entry adjustments please contact School Accounting.

CORRECTING AN UNPOSTED TRANSFER OR ADJUSTMENT JOURNAL ENTRY
For journal entry adjustments that are unposted and need to be deleted please contact School Accounting.

Action field –
C – To *correct* an unposted adjustment.
D – To *delete* an unposted adjustment. Then, answer "Y" to "Delete (Y/N)" that appears at the bottom of the screen.

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Month End Close 10

The information provided in this chapter will demonstrate the month end closing process that is necessary in order to complete the bank reconciliation form.

RECONCILING THE BANK STATEMENT IN CROSSPOINTE

The **A202** panel will be used to reconcile deposits, check disbursements, and bank service charges to the bank statement.

SELECTING RECORDS TO RECONCILE

Below is an example of the **A202** screen.

Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ A202. Bank Activity Year: 2011
P Bank From---Dates---To From----Number---To Ty Var Rec O Requested
A 9999 _____ _____ _____ _____ B C _ _ _____.__
Number Ty Date Computer Bank Records Variance Rec Dte
1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 12=Esc
Please type key element(s). Upd
MA A MW 01/009
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Nul:

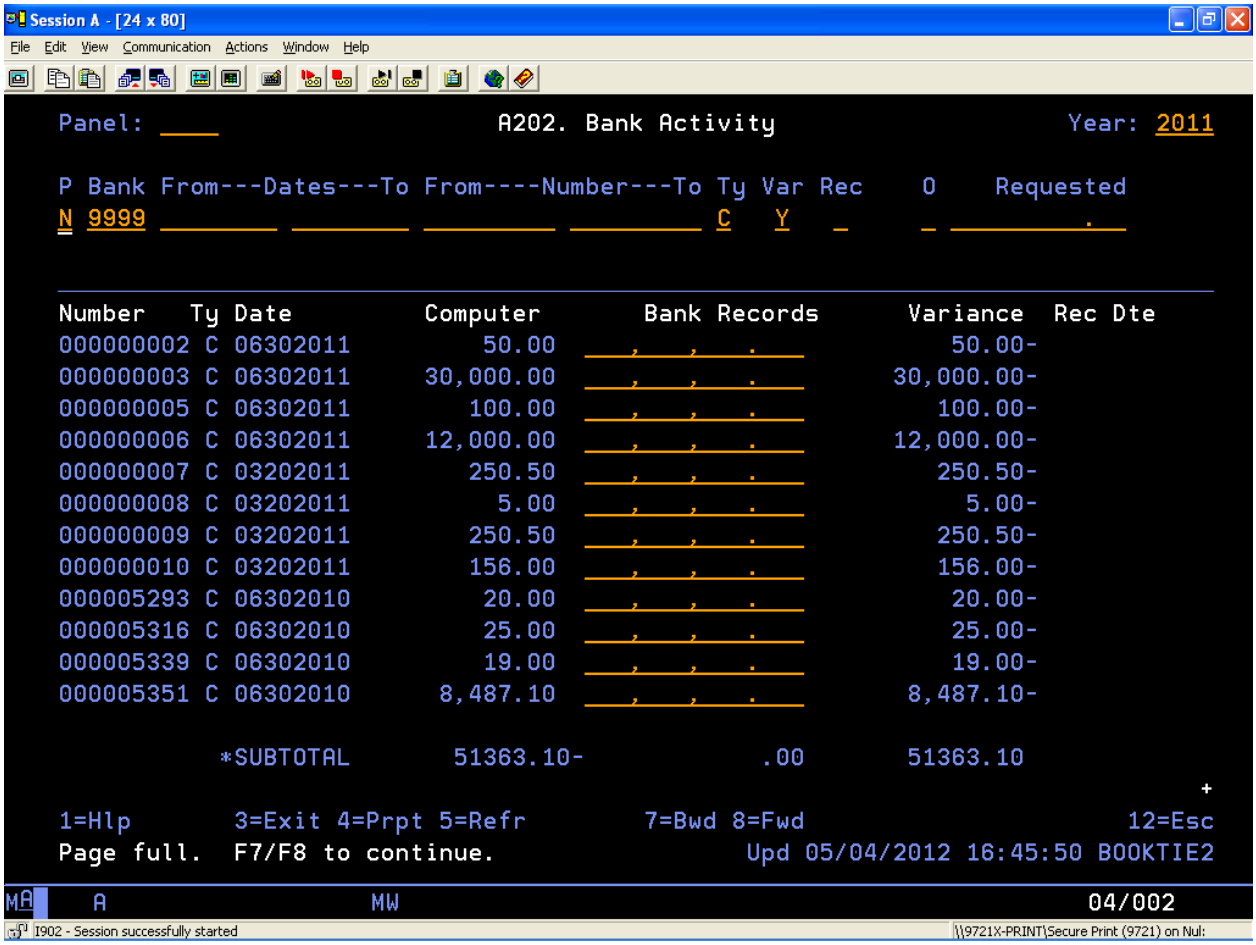
A. **Search Path (P)** field –
   N – Transaction Number (default)
   D – Transaction Date

B. **Transaction Type (Ty)** field –
   C – Check
   D – Deposit
   S – Service Charge (Used for all Adjustments / Transfers (except for #'s 12, 13, 14, 15, 23, 24, 25, 26)

C. **Variance (Var)** field –
Y – Yes, select records with a variance (recommended). These are the records which have not been reconciled yet.
N – No, do not select records with a variance.
Blank – Select all records.

Press the **Enter** key.

Below is an example of the listing of checks that have a variance as requested through the **A202** screen.



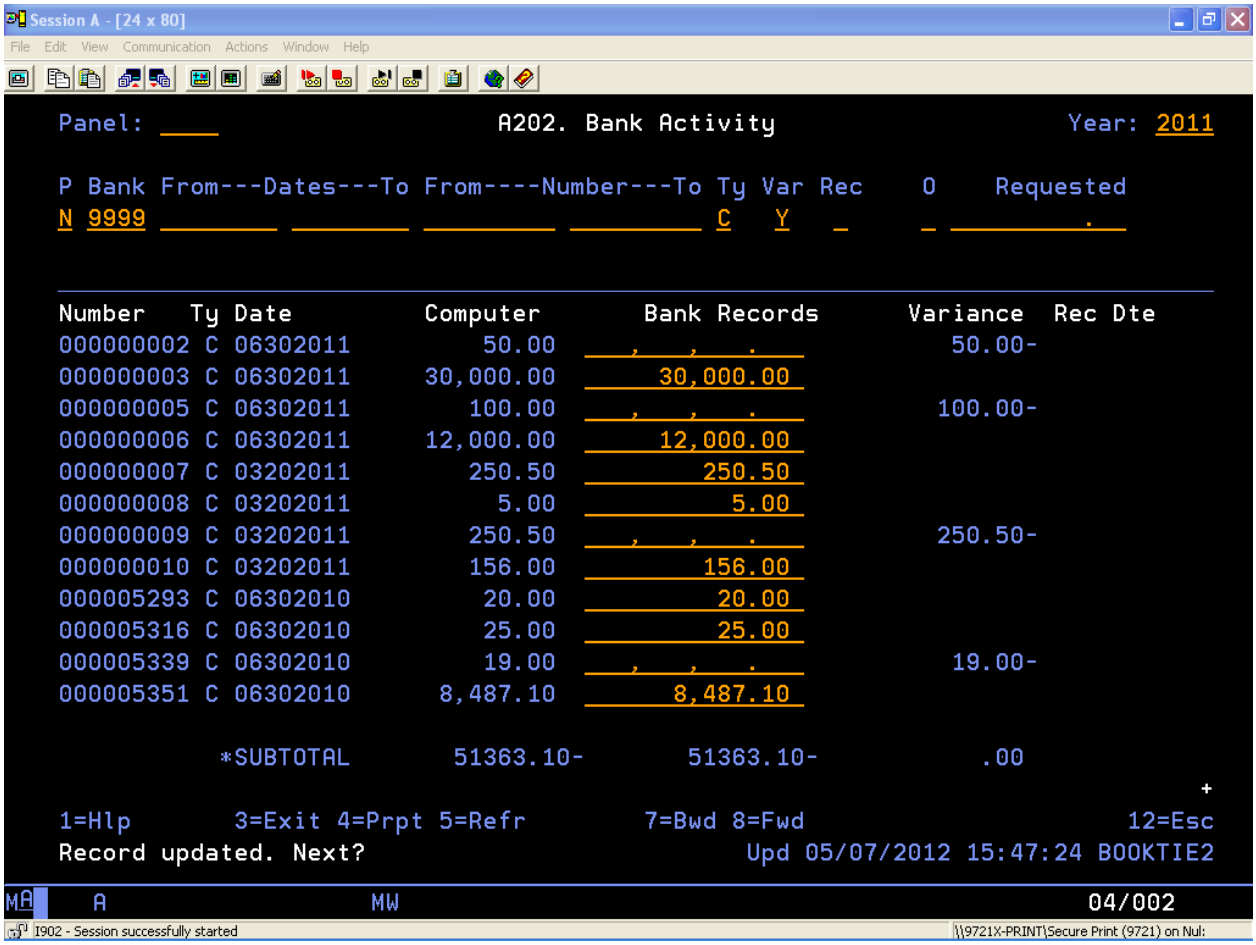
RECONCILING SELECTED RECORDS

In the **Bank Records** column, enter the amounts for the transactions that are listed on the bank statement.

Press the **Enter** key. At this time, the **Variance** column will be blank for those transactions.

Below is an example of the **A202** screen *after* the transactions have been entered.

Month End Close



Perform the above process for all Transaction Types (C-Check; D-Deposit; S-Service Charge, Adjustment, and Transfer) in order to reconcile all transactions on the bank statement.

PRINTING RECONCILIATION REPORTS

Print:
Outstanding Check Report (please refer to 11-1)
Outstanding Deposit Report (please refer to 11-2)
Balance Sheet (please refer to 11-2)

Include the "NSF Checks" Excel spreadsheet, found on the Accounting Services website, for months carrying a balance in the 1130 NSF Account on the Balance Sheet, and save to desktop. Enter all corresponding data as the spreadsheet is formulated to auto calculate. No handwritten forms will be accepted.

COMPLETING EXCEL BANK RECONCILIATION FORM

Save the Excel "Bank Reconciliation" file from the Accounting Services website on desktop and enter all corresponding data from the above printed reports. The file is a formulated form and will auto calculate. No handwritten forms will be accepted.

When balance is zero, proceed with month end reporting in Chapter 11. There is no need to reprint the three reports mentioned above.

CORRECTING A RECONCILED RECORD

If the wrong record was reconciled or the correct record was reconciled, but for the wrong amount it can be corrected through the **A202** screen. *Please note the reconciliation reports from 10-3 may need to be re-run and printed if any changes are made.*

If the wrong record was reconciled: In the above example, check #000000007 for $250.50 was reconciled when check #000000009 for $250.50 should have been reconciled instead.

Step 1 – To reverse check #000000007:

Transaction Type (T) field – C

Variance field – N

Remove the **Bank Records** amount of $250.50 and the **Receipt Date** of 04302012 for check #000000007

Press the **Enter** key.

Step 2 – To reconcile check #000000009, run through the above reconciliation process (Selecting Records to Reconcile and Reconciling Selected Records).

If the correct record was reconciled, but for the wrong amount:
Transaction Type (T) field – C

Variance field – Y

Correct the **Bank Records** amount.

Press the **Enter** key.

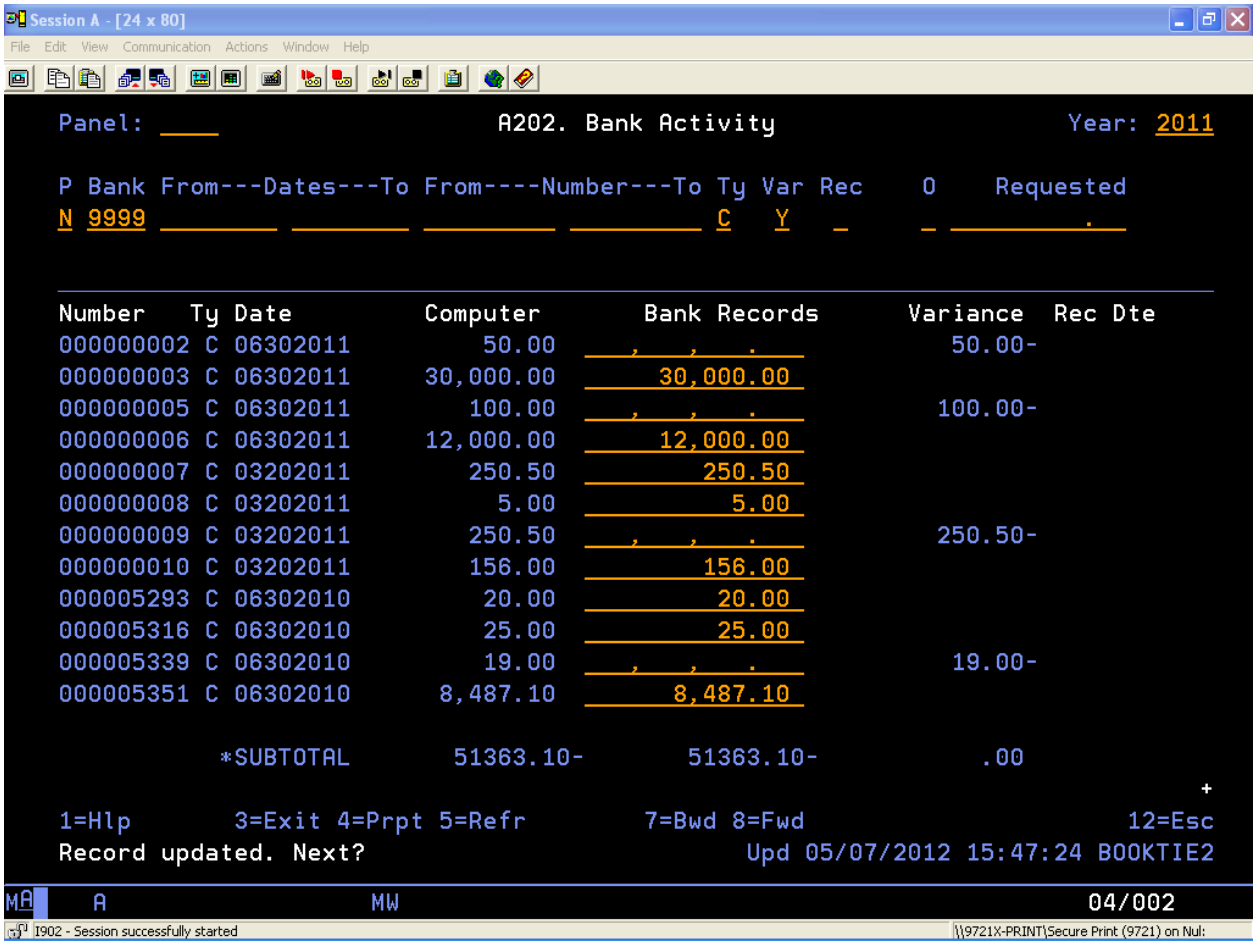
CORRECTING THE RECEIPT DATE

Receipt Date (Rec Dte) field – After a transaction amount is entered in the **Bank Records** column as described above, the system will automatically fill in this field with the last day of the previous month. However, this date can only be viewed when choosing records with no variance.

By changing the **Variance** field to 'N' the **A202** panel displays the **Receipt Date (Rec Dte)** for records that have cleared through the bank.

Month End Close 10

Below is an example. In this example, the entries were made on May 7, 2012; therefore, the **Receipt Date (Rec Dte)** is listed as April 30, 2012.



The **Receipt Date (Rec Dte)** (last day of prior month) may be changed to the *actual* bank statement date on this screen, if desired. To do so, type over the automated date and enter the actual bank statement date for the transaction.

Press the **Enter** key.

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Month End Reports 11

The information provided in this chapter will demonstrate the process of running and printing month end reports.

OUTSTANDING CHECK REPORT

The **A203** panel will be used to run the Outstanding Check Report.

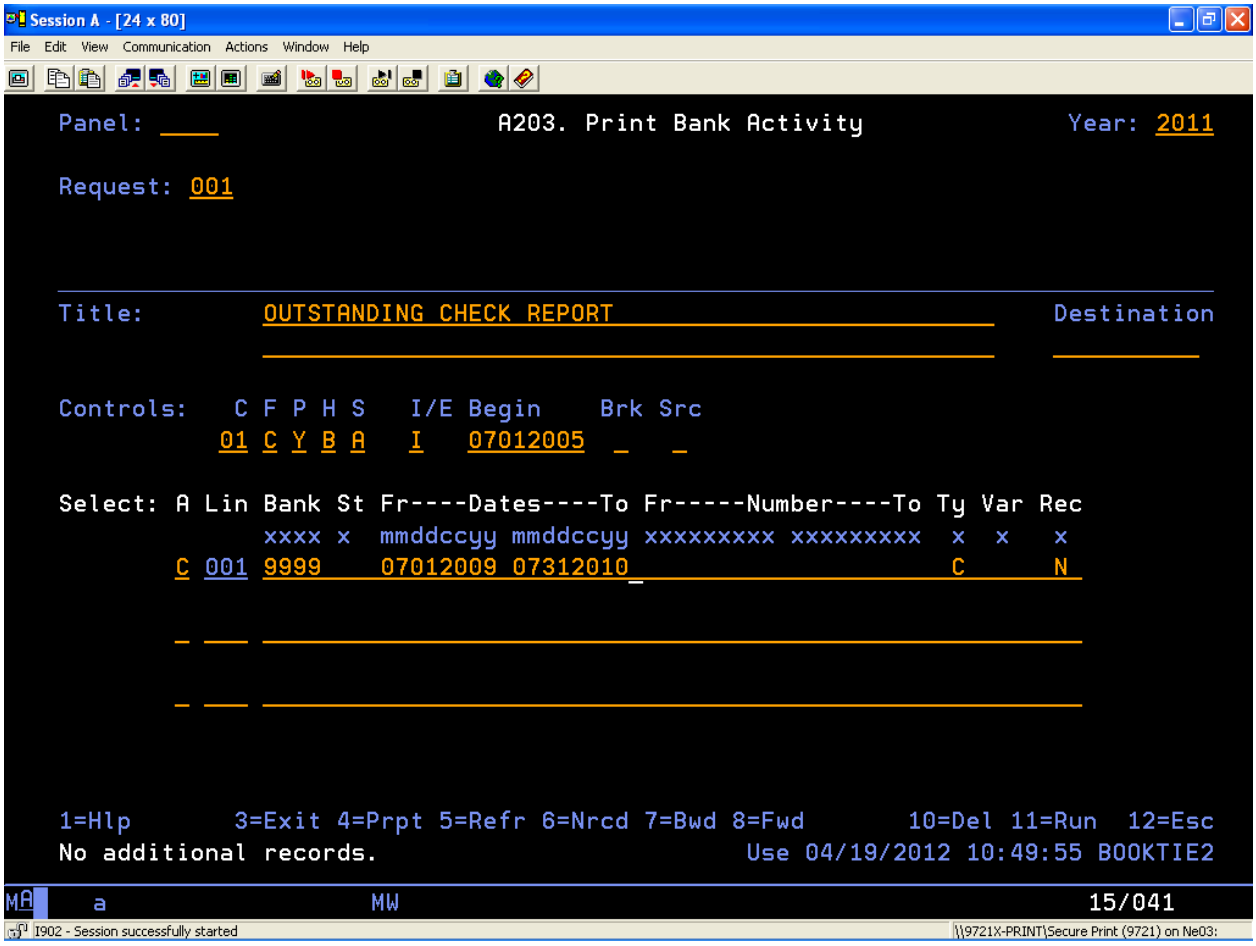
Request field: Enter 001. This request is set up with the proper title and controls. Each time a new report needs to be printed line 1 will need to be changed to reflect the correct dates.

Action (A) field: Enter a "C"

Fr----Dates----To field: Enter the **ending** date of the month to be included in the report. **Do not change the beginning date.**

Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Outstanding Check Report on the **A203** panel.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ A203. Print Bank Activity Year: 2011
Request: 001
Title: OUTSTANDING CHECK REPORT Destination
Controls: C F P H S I/E Begin Brk Src
01 C Y B A I 07012005 _ _
Select: A Lin Bank St Fr----Dates----To Fr-----Number----To Ty Var Rec
xxxx x mmddccyy mmddccyy xxxxxxxxx xxxxxxxxx x x x
C 001 9999 07012009 07312010 C N
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
No additional records. Use 04/19/2012 10:49:55 BOOKTIE2
MA a MW 15/041
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne03:

Month End Reports 11

OUTSTANDING DEPOSIT REPORT

The **A203** panel will be used to run the Outstanding Deposit Report.

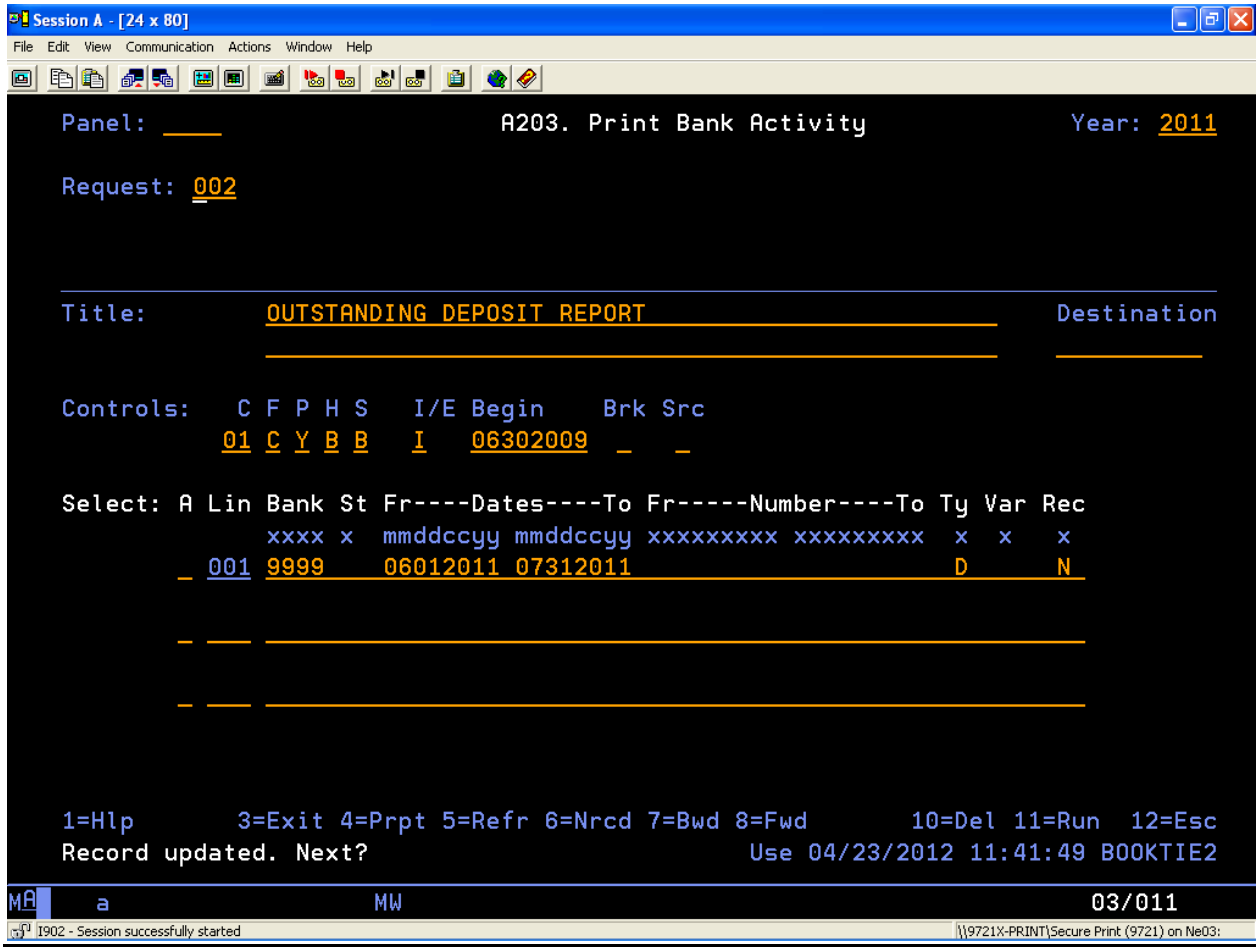
Request field: Enter 002. This request is set up with the proper title and controls. Each time a new report needs to be printed line 1 will need to be changed to reflect the correct dates.

Action (A) field: Enter a "C"

Fr----Dates----To field: Enter the **ending** date of the month to be included in the report. **Do not change the beginning date.**

Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Outstanding Deposit Report on the **A203** panel.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: ____ A203. Print Bank Activity Year: 2011
Request: 002
Title: OUTSTANDING DEPOSIT REPORT Destination
Controls: C F P H S I/E Begin Brk Src
01 C Y B B I 06302009 _ _
Select: A Lin Bank St Fr----Dates----To Fr-----Number----To Ty Var Rec
xxxx x mmddccyy mmddccyy xxxxxxxxx xxxxxxxxx x x x
_ 001 9999 06012011 07312011 D N
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Record updated. Next? Use 04/23/2012 11:41:49 BOOKTIE2
MA a MW 03/011
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne03:

Month End Reports 11

BALANCE SHEET

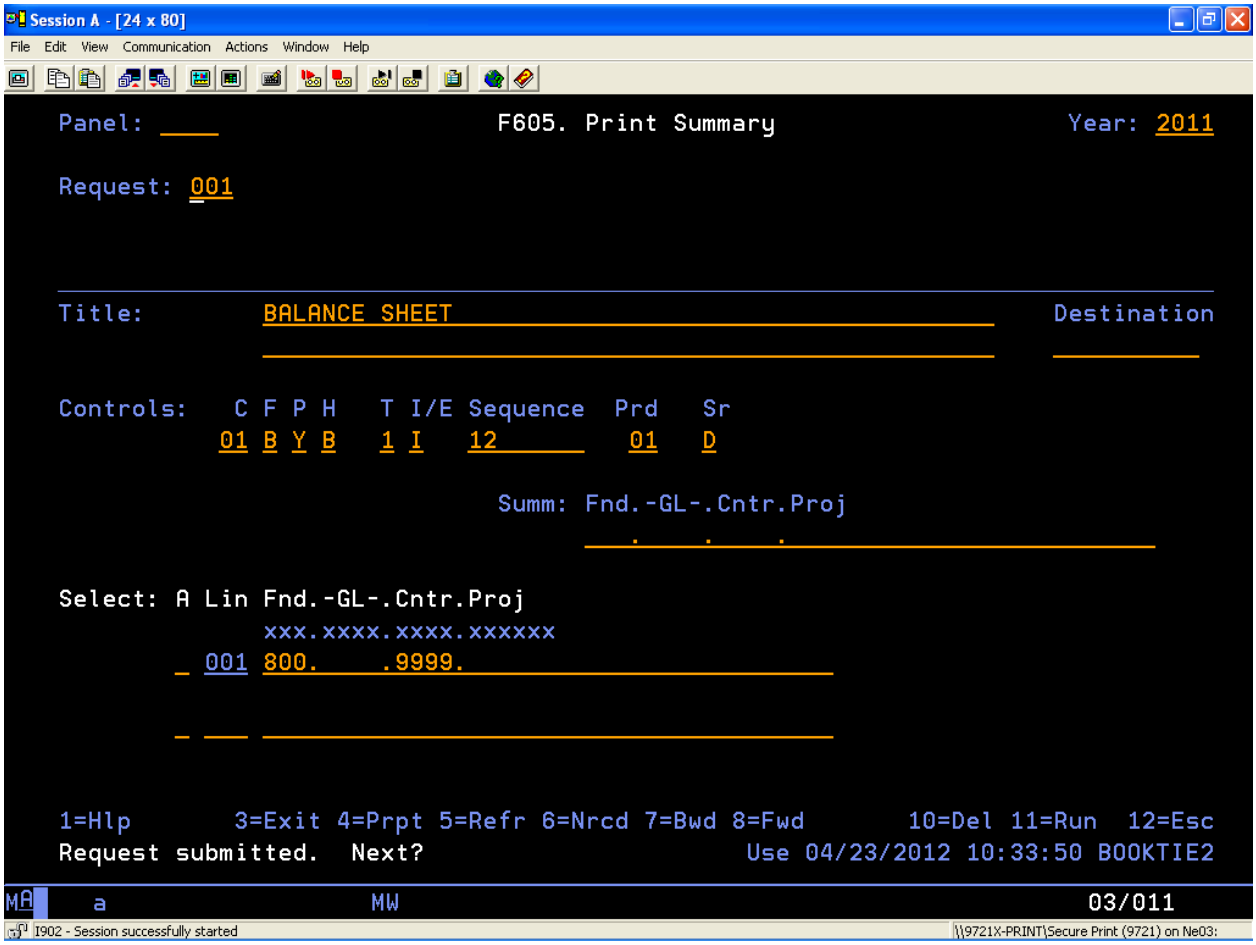
The **F605** panel will be used to run the Balance Sheet.

Request field: Enter 001. This request is set up with the proper title and controls.

Period (Prd) field: Enter the period for which the report should be run (01-July, 02-August, etc.)

Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Balance Sheet on the **F605** panel.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel:
F605. Print Summary
Year: 2011
Request: 001
Title: BALANCE SHEET
Destination
Controls: C F P H T I/E Sequence Prd Sr
01 B Y B 1 I 12 01 D
Summ: Fnd.-GL-.Cntr.Proj
Select: A Lin Fnd.-GL-.Cntr.Proj
xxx.xxxx.xxxx.xxxxxx
001 800. .9999.
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Request submitted. Next?
Use 04/23/2012 10:33:50 BOOKTIE2
MA a MW 03/011
I902 - Session successfully started
\\9721X-PRINT\Secure Print (9721) on Ne03:

Panel field: Enter "PRT" and look for the FB158 report.

REVENUE LEDGER

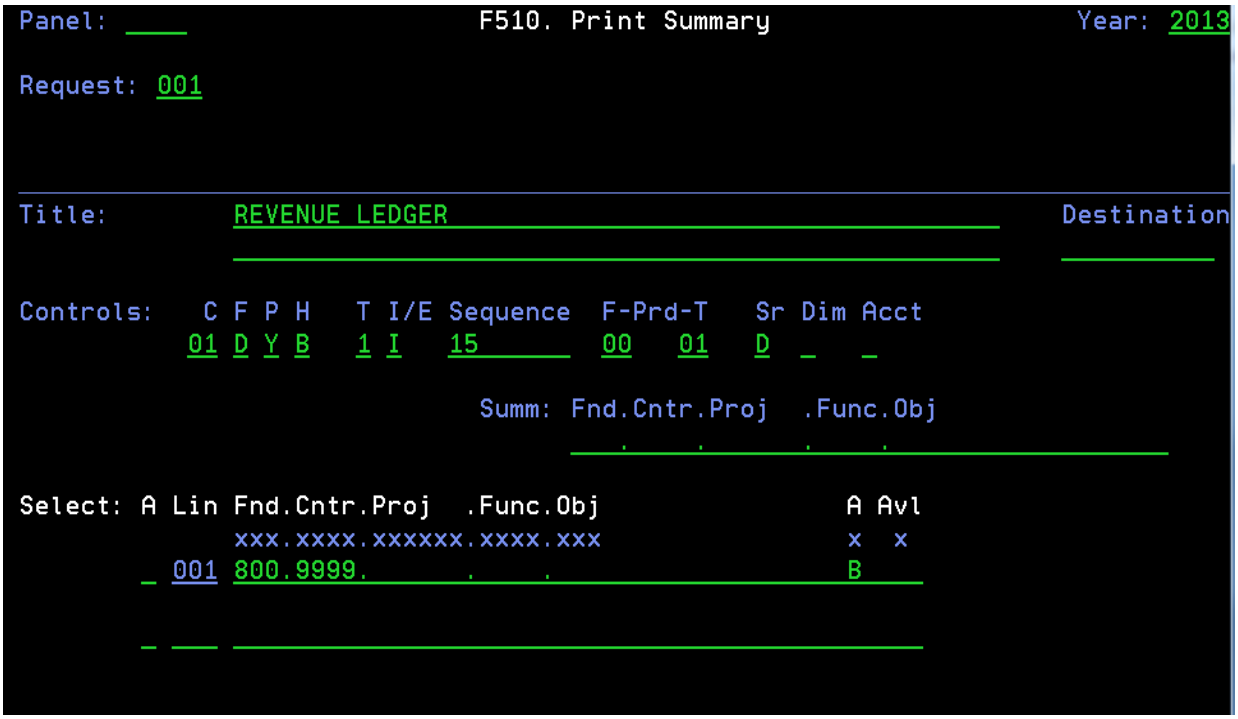
The **F510** panel will be used to run the Revenue Ledger.

Request field: Enter 001. This request is set up with the proper title and controls.

F-Prd-T (From/To Period) field: Enter the 'To' period for which the report should be run through (01-July, 02-August, etc.).

Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Revenue Ledger on the **F510** panel.


Panel: ____ F510. Print Summary Year: 2013
Request: 001
Title: REVENUE LEDGER Destination
Controls: C F P H T I/E Sequence F-Prd-T Sr Dim Acct
01 D Y B 1 I 15 00 01 D _ _
Summ: Fnd.Cntr.Proj .Func.Obj
Select: A Lin Fnd.Cntr.Proj .Func.Obj A Avl
xxx.xxxx.xxxxxx.xxxx.xxx x x
_ 001 800.9999. . . B
_ ___

Panel field: Enter "PRT" and look for the FB172 report.

EXPENDITURE LEDGER

The **F510** panel will be used to run the Expenditure Ledger.

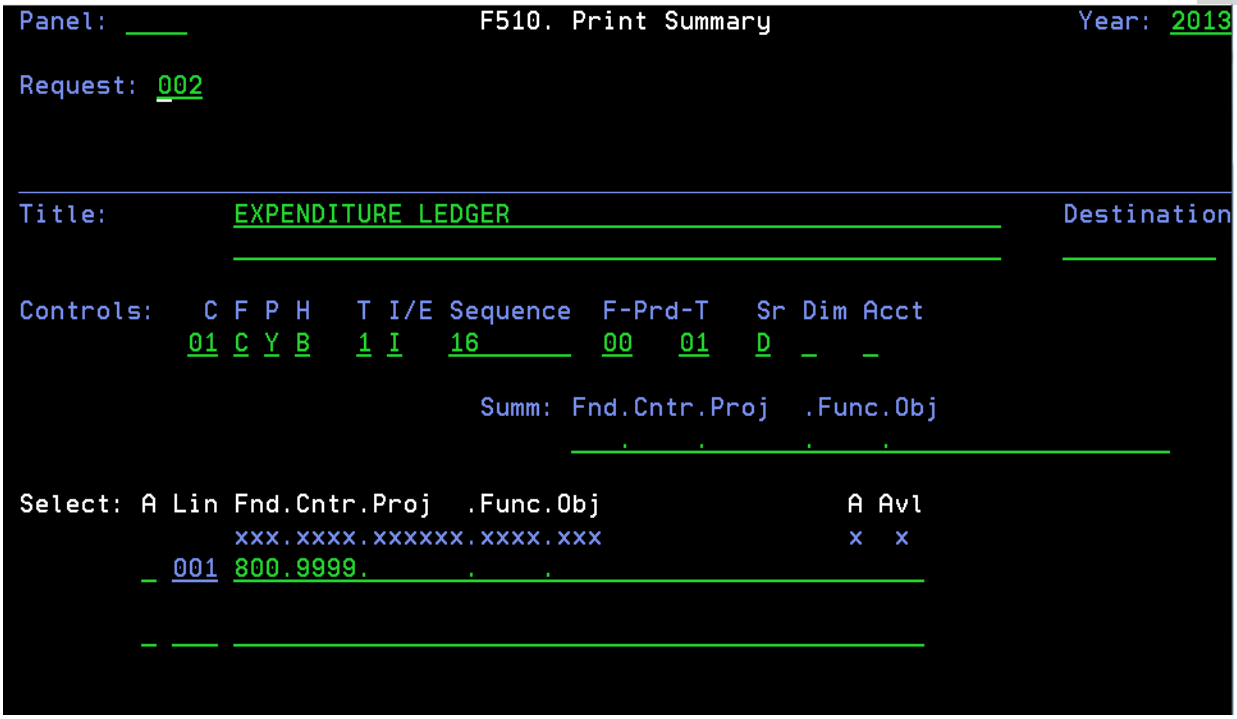
Request field: Enter 002. This request is set up with the proper title and controls.

F-Prd-T (From/To Period) field: Enter the 'To' period for which the report should be run through (01-July, 02-August, etc.).

Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Expenditure Ledger on the **F510** panel.

Month End Reports 11


Panel: ____ F510. Print Summary Year: 2013
Request: 002
Title: EXPENDITURE LEDGER Destination
Controls: C F P H T I/E Sequence F-Prd-T Sr Dim Acct
01 C Y B 1 I 16 00 01 D _ _
Summ: Fnd.Cntr.Proj .Func.Obj
Select: A Lin Fnd.Cntr.Proj .Func.Obj A Avl
xxx.xxxx.xxxxxx.xxxx.xxx x x
_ 001 800.9999.
_ ___

Panel field: Enter "PRT" and look for the FB156 report.

TRIAL BALANCE

The **F605** panel will be used to run the Trial Balance.

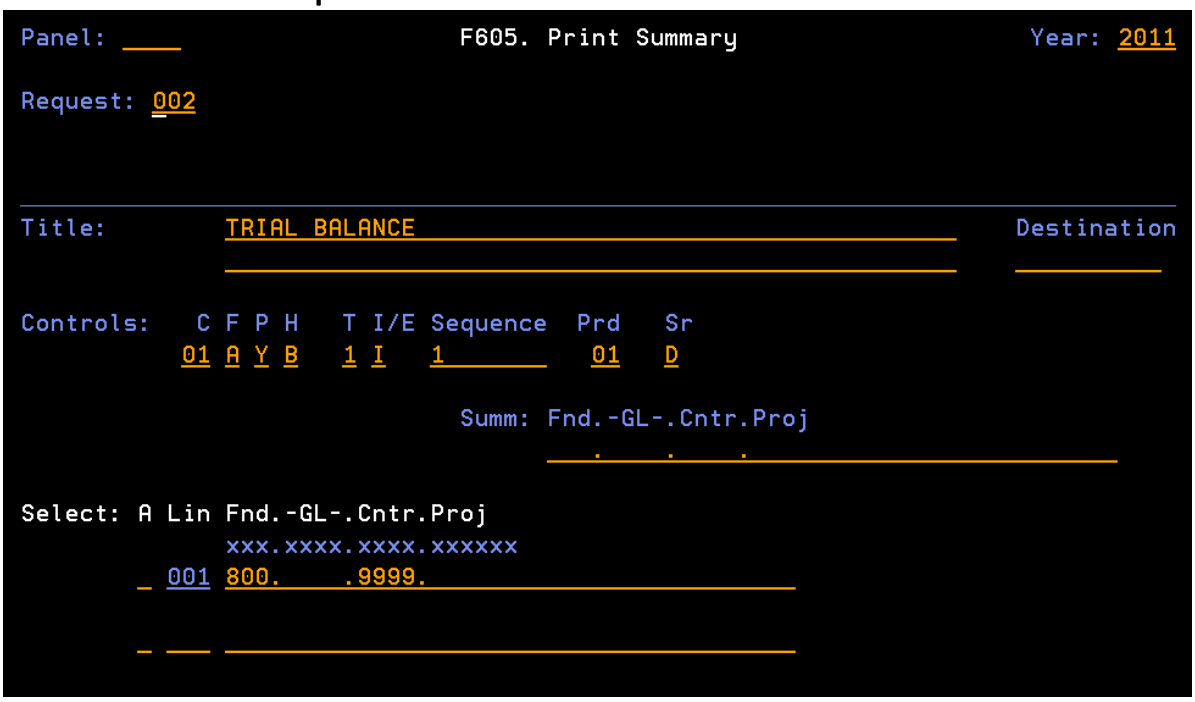
Request field: Enter 002. This request is set up with the proper title and controls.

Prd (Period) field: Enter the period for which the report should be run (01-July, 02-August, etc.)

Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Trial Balance on the **F605** panel.

Month End Reports 11



Panel field: Enter "PRT" and look for the FB157 report.

PRINCIPAL'S REPORT

The **F605** panel will be used to run the Principal's Report.

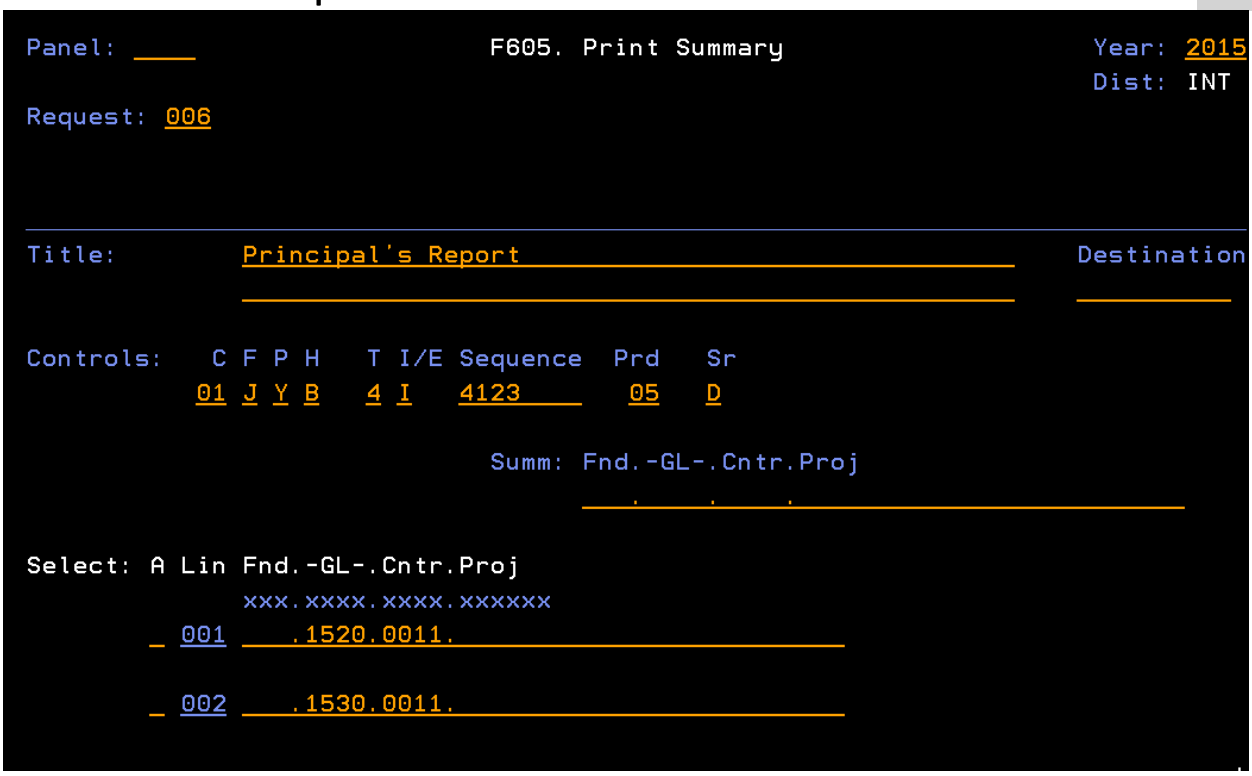
Request field: Enter 006. This request is set up with the proper title and controls.

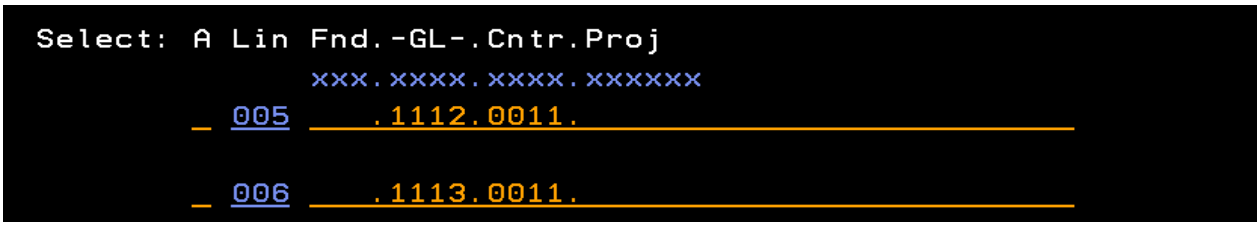
Prd (Period) field: Enter the period for which the report should be run (01-July, 02-August, etc.)

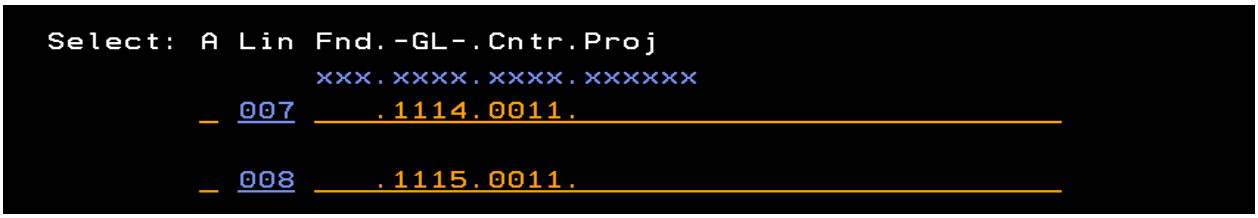
Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Principal's Report on the **F605** panel.
(Lines 004-009 continue onto the next pages of the request card.)

Month End Reports







Month End Reports 11

```
Select:  A Lin  Fnd.-GL-.Cntr.Proj
                xxx.xxxx.xxxx.xxxxxx
          _ 009  ___.1116.0011.
          _ 010  ___.1130.0011.
```

Panel field: Enter "PRT" and look for the IN100 report.

PROJECT BALANCE REPORT

The **F605** panel will be used to run the Project Balance Report.

Request field: Enter 007. This request is set up with the proper title and controls.

Prd (Period) field: Enter the period for which the report should be run (01-July, 02-August, etc.)

Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Project Balance Report on the **F605** panel. (Lines 003-007 continue onto the next pages of the request card.)

```
Panel: ____                F605. Print Summary                Year: 2011

Request: 007

Title:       PROJECT BALANCE REPORT                          Destination
             ____________________________________            _________

Controls:   C F P H   T I/E Sequence  Prd   Sr
           01 I Y B   3 I   412       01    D

                           Summ: Fnd.-GL-.Cntr.Proj
                                 ___.___.___

Select: A Lin Fnd.-GL-.Cntr.Proj
              xxx.xxxx.xxxx.xxxxxx
        _ 001  ___.1520.9999.
        _ 002  ___.1119.9999.
```

```
Select: A Lin Fnd.-GL-.Cntr.Proj
              xxx.xxxx.xxxx.xxxxxx
        _ 003  ___.1115.9999.
        _ 004  ___.1112.9999.
```

```
Select: A Lin Fnd.-GL-.Cntr.Proj
              xxx.xxxx.xxxx.xxxxxx
        _ 005 ___.1114.9999.
        _ 006 ___.1113.9999.
```

```
Select: A Lin Fnd.-GL-.Cntr.Proj
              xxx.xxxx.xxxx.xxxxxx
        _ 007 ___.1116.9999.
        _ ___ ____________________________
```

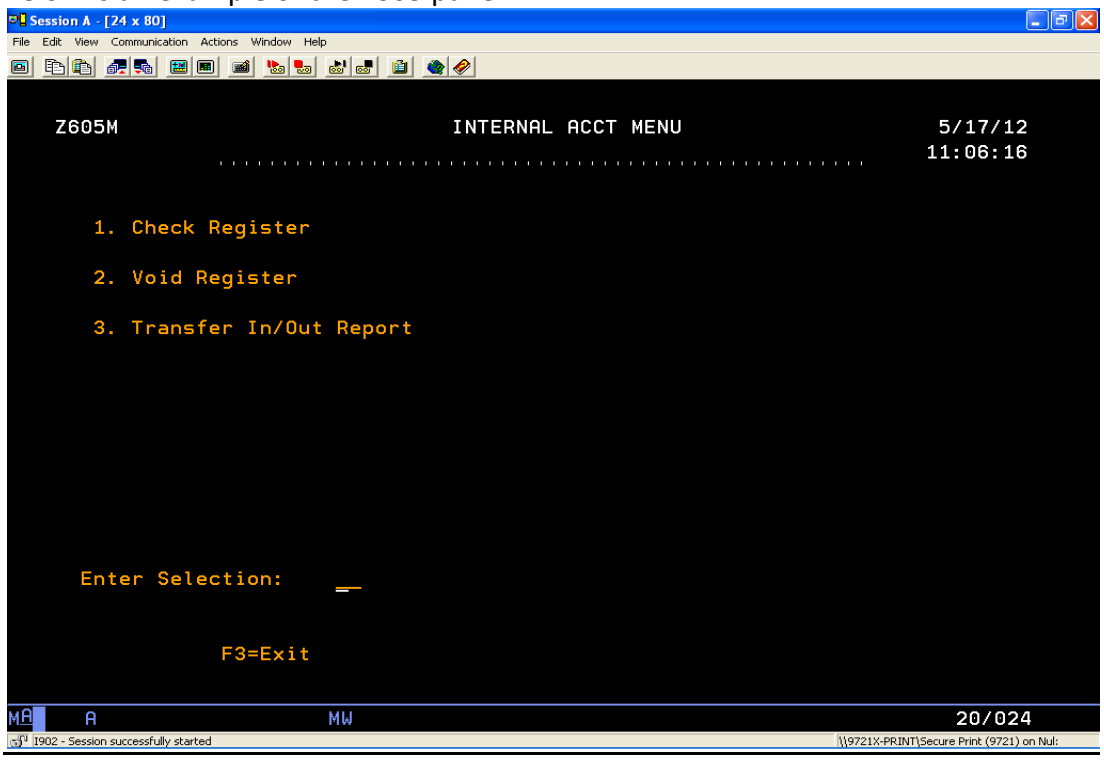
Panel field: Enter "PRT" and look for the IN157A report.

TRANSFER REPORT

The **Z605** panel will be used to run the Transfer Report.

Enter selection 3 then the date range to be included in the report (July 1st through the end of the current month).

Below is an example of the **Z605** panel.



Month End Reports 11

DEPOSIT REGISTER

Please refer to Chapter 3, Running Reports.

CHECK REGISTER

Please refer to Chapter 7, Running Reports (**do not** go to Step 1-Set up Check Register).

VOID REGISTER

Please refer to Chapter 7, Running Reports.

JOURNAL ENTRY REPORT (TRANSEFRS AND ADJUSTMENTS)

The **F613** panel will be used to run the Journal Entry Report for Transfers and Adjustments.

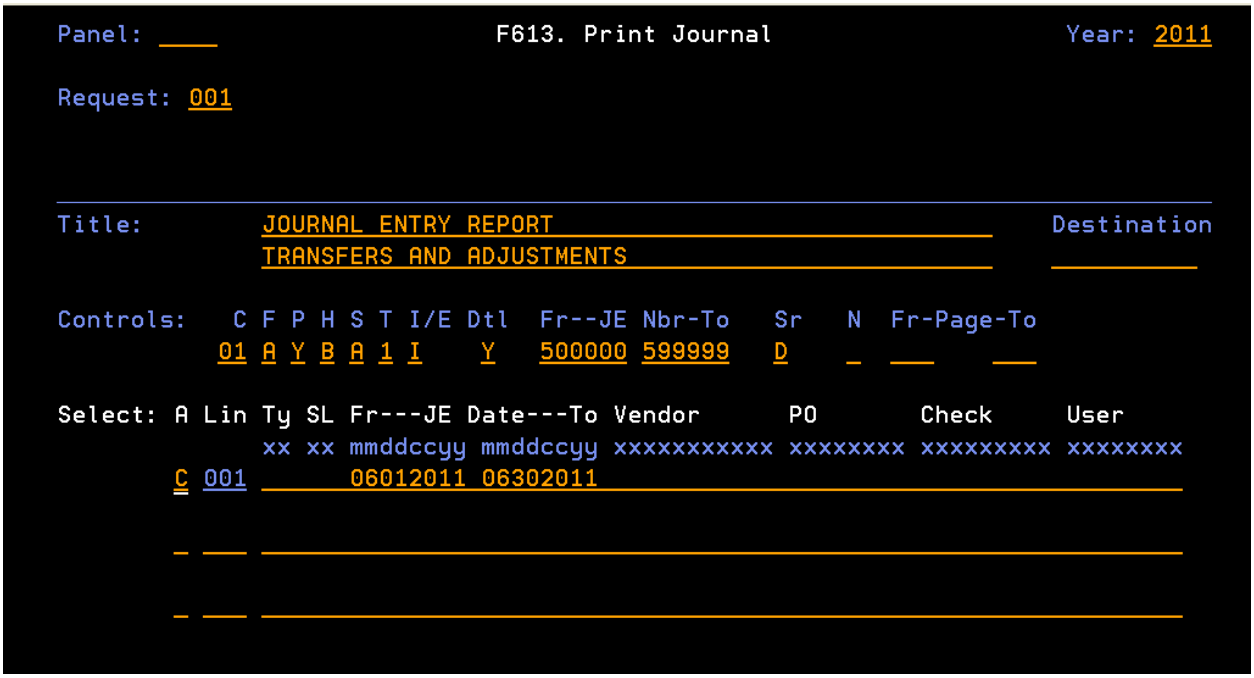
Request field: Enter 001. This request is set up with the proper title and controls.

Action Code (A) field: Enter 'C' in order to change the dates.

Fr---JE Date---To field: Enter the date range to be included in the report.

Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Journal Entry Report for Transfers and Adjustments on the **F613** panel.


Panel: ____
F613. Print Journal
Year: 2011
Request: 001
Title: JOURNAL ENTRY REPORT
TRANSFERS AND ADJUSTMENTS
Destination
Controls: C F P H S T I/E Dtl Fr--JE Nbr-To Sr N Fr-Page-To
01 A Y B A 1 I Y 500000 599999 D
Select: A Lin Ty SL Fr---JE Date---To Vendor PO Check User
xx xx mmddccyy mmddccyy xxxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx
C 001 06012011 06302011

Panel field: Enter "PRT" and look for the FB161 report.

Month End Reports 11

PURCHASE ORDER REPORT

Please refer to Chapter 5.

GENERAL LEDGER (Quarterly) – not required to be submitted to School Accounting

The **F606** panel will be used to run the Quarterly General Ledger Report.

Request field: Enter 003. This request is set up with the proper title and controls. Each time a new report needs to be printed line 1 will need to be changed to reflect the correct dates.

Action (A) field: Enter a "C"

Fr----Dates----To field: Enter the **beginning and ending** dates for the quarter (the beginning date should be July 1st of the current fiscal year).

Press the Enter Key then the F11 key to submit the report.

Below is an example of the request to run the Quarterly General Ledger Report on the **F606** panel.

```
Panel: ____                    F606. Print Detail                    Year: 2011

Request: 003


Title:        GENERAL LEDGER QTRLY                                  Destination
              ____________________________________________________  __________

Controls:   C F P H S T I/E Sequence Fr--JE Nbr-To Dtl Sr Vendor      Userid
          01 Q Y B _ 3 I   ________ ______ ______  _  D  __________  ________

Select: A Lin Ty SL Fr---JE Date---To Fnd.-GL-.Cntr.Proj  .Func.Obj          A
            xx xx mmddccyy mmddccyy xxx.xxxx.xxxx.xxxxxx.xxxx.xxx           x
        _ 001   P  07012010 09302010    .11  .9999.      .    .
        _ ___ ____________________________________________________________
        _ ___ ____________________________________________________________
```

Request card above is programed to include page breaks. The 3 under the "T" field allows the page breaks. In order to print the General Ledger report *without* page breaks simply change the 3 to a 1 under the "T" field and press enter to update.

Month End Reports 11

ENCUMBRANCE REPORT – not required to be submitted to School Accounting

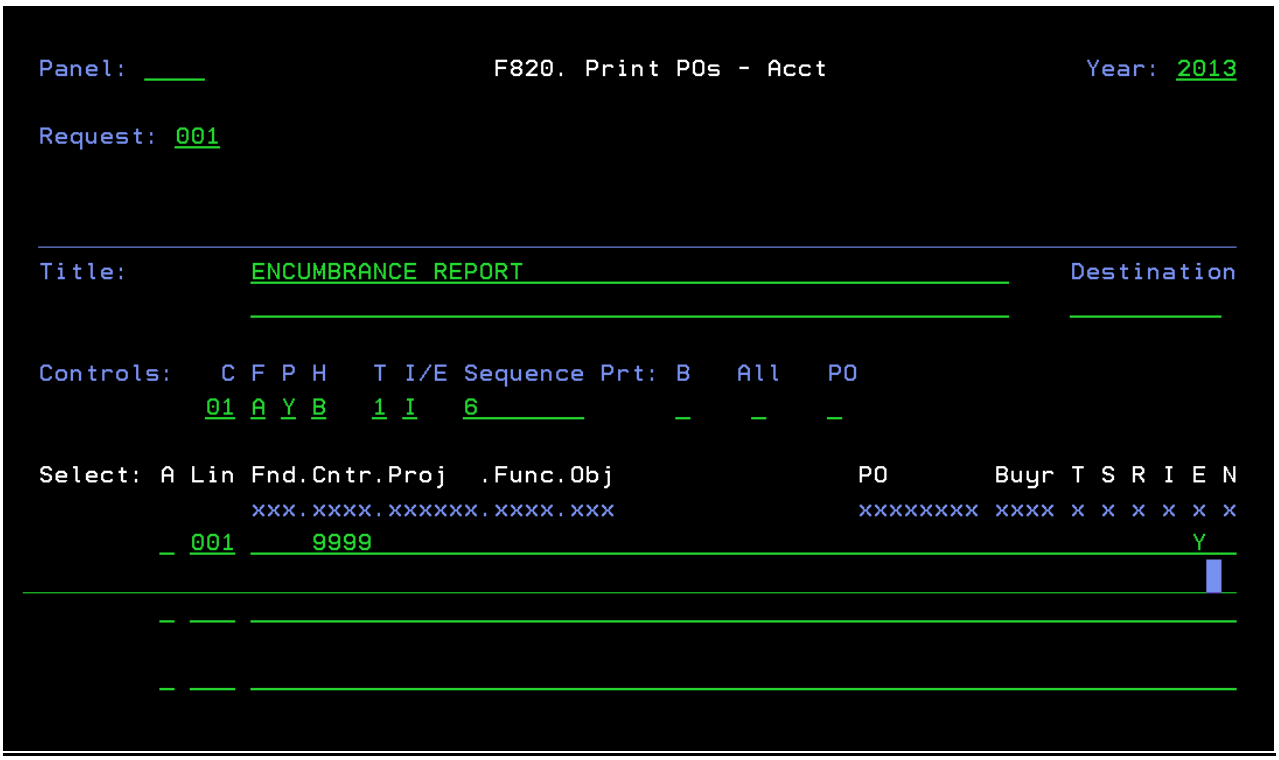
The **F820** panel will be used to run the Encumbrance Report.

Request field: Enter 001. This request is set up with the proper title and controls. Make sure that selection line 1 is changed to reflect your school cost center number.

Action (A) field: Enter a "C" when updating the cost center.

Press the Enter Key then the F11 key to submit the report.

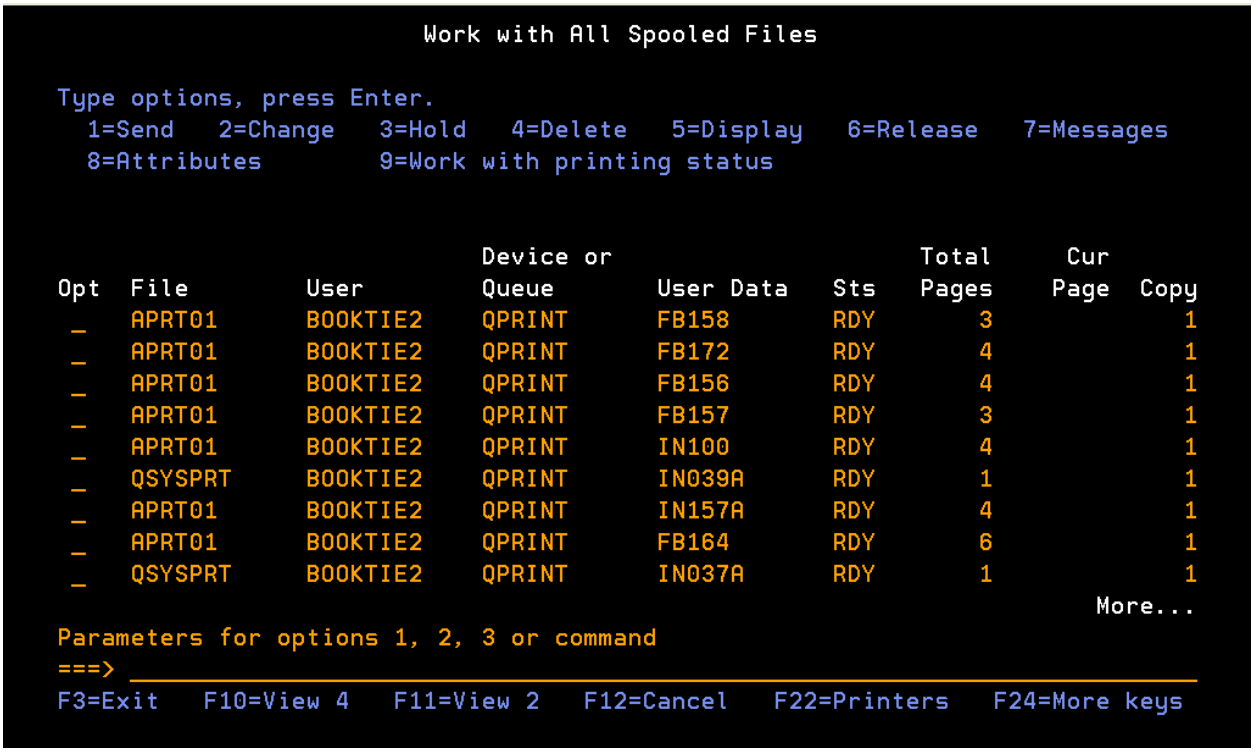
Below is an example of the request to run the Encumbrance Report on the **F820** panel.

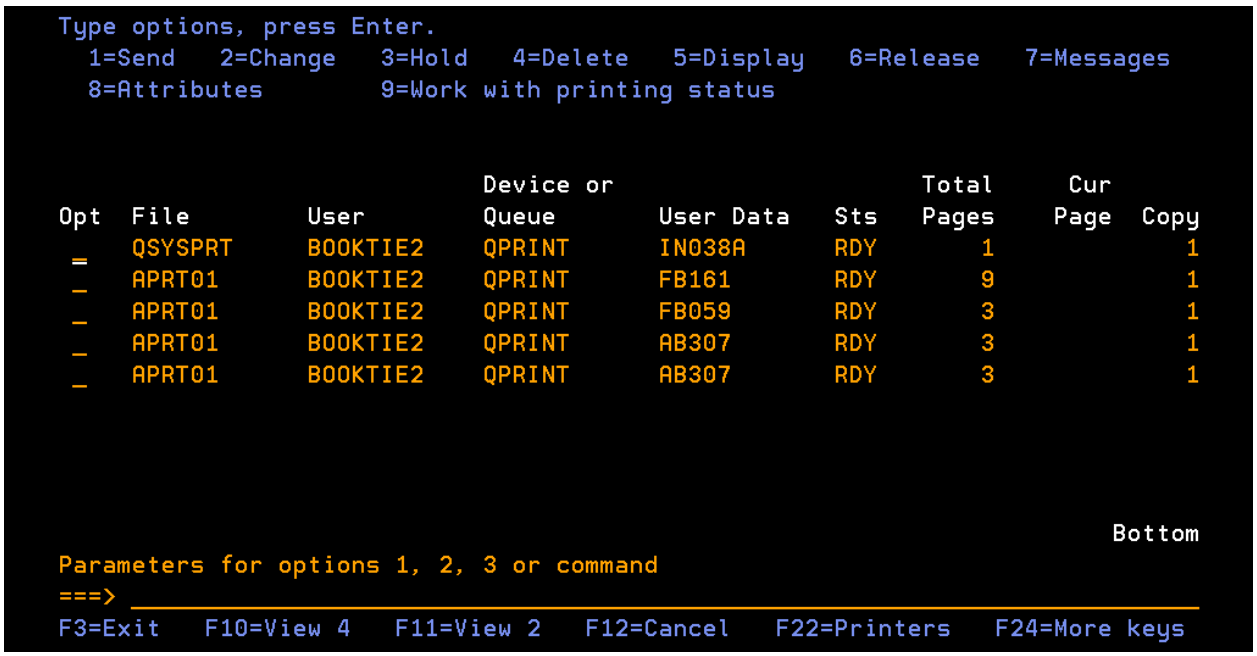

Panel:
F820. Print POs - Acct
Year: 2013
Request: 001
Title: ENCUMBRANCE REPORT
Destination
Controls: C F P H T I/E Sequence Prt: B All PO
01 A Y B 1 I 6
Select: A Lin Fnd.Cntr.Proj .Func.Obj PO Buyr T S R I E N
xxx.xxxx.xxxxxx.xxxx.xxx xxxxxxxx xxxx x x x x x x
001 9999 Y

Month End Reports 11

PRINTING REPORTS

Below is an example of the screen you are taken to after entering "PRT" in the **Panel** field, as indicated above.


Work with All Spooled Files
Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status
Opt File User Device or Queue User Data Sts Total Pages Cur Page Copy
_ APRT01 BOOKTIE2 QPRINT FB158 RDY 3 1
_ APRT01 BOOKTIE2 QPRINT FB172 RDY 4 1
_ APRT01 BOOKTIE2 QPRINT FB156 RDY 4 1
_ APRT01 BOOKTIE2 QPRINT FB157 RDY 3 1
_ APRT01 BOOKTIE2 QPRINT IN100 RDY 4 1
_ QSYSPRT BOOKTIE2 QPRINT IN039A RDY 1 1
_ APRT01 BOOKTIE2 QPRINT IN157A RDY 4 1
_ APRT01 BOOKTIE2 QPRINT FB164 RDY 6 1
_ QSYSPRT BOOKTIE2 QPRINT IN037A RDY 1 1
More...
Parameters for options 1, 2, 3 or command
===>
F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys


Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status
Opt File User Device or Queue User Data Sts Total Pages Cur Page Copy
= QSYSPRT BOOKTIE2 QPRINT IN038A RDY 1 1
_ APRT01 BOOKTIE2 QPRINT FB161 RDY 9 1
_ APRT01 BOOKTIE2 QPRINT FB059 RDY 3 1
_ APRT01 BOOKTIE2 QPRINT AB307 RDY 3 1
_ APRT01 BOOKTIE2 QPRINT AB307 RDY 3 1
Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys

Option (Opt) field – Enter "5" to display the report on the screen.
Press the **Enter** key.

Month End Reports 11

There are three ways to print the report:

1. Using the GUI printer
2. Using a network printer
3. Using a printer session

For assistance in using any of the print options please contact your school technician and/or the Brevard Public Schools Help Desk.

Year End Close 12

The information provided in this chapter will demonstrate the year end closing process.

PRIOR TO FISCAL YEAR END (June 30)

GSF – General Service Fund Project Balances

Please refer to Chapter 6, Invoices
Direct Pay invoice
F203 & F204 panels, Type "X"
Accounting String:
Fund: 800
Cost Center: Four –digit school number
Project: #607030 - #607035
Function: 9800
Object Code: 701

Replenish Petty Cash

Please refer to Chapter 6, Invoices
Petty cash reimbursements from District funds require a purchase requisition. Petty cash reimbursements from Internal funds are processed as a direct pay invoice.

Redeposit Petty Cash / Change Fund

Please refer to Chapter 3, Receipts/Deposits
F609 panel, Ledger Action: G
Accounting String:
Fund: 800
General Ledger: 1112 (Petty Cash) 1113 (Change Fund)
Cost Center: Four-digit school number
Project: **must be** 000000
Function: none
Object Code: none

Clearing Negative Balances

Please refer to Chapter 9, Journal Entries (Transfers and Adjustments)

Recording Earned Interest

Please refer to Chapter 9, Journal Entries (Transfers and Adjustments)

Writing Off NSF Checks

Please refer to Chapter 9, Journal Entries (Transfers and Adjustments)
Adjustment #20 Write-off NSF Check

Reviewing Purchase Orders in System

Please refer to Chapter 5, Purchase Orders
If the Purchase Order is no longer needed request that it is closed.

Year End Close 12

Receivers

Please refer to Chapter 5, Purchase Orders
Receive on all P.O.'s with items received on or before June 30th.

Reviewing Unposted Invoices in System

Please refer to Chapter 6, Invoices
If the invoice is no longer needed delete the entry.

Below is an example of how to look up unposted invoices on **F201**

```
P Vendor      Invoice                 Inv Date PO       TSLC Tran Nbr   T Batch N
I ____________ ____________________ F ________ ________ __U_ _________ _ 03011 _
                                     T ________

Vendor      Invoice                 Inv Date PO       TSLC      Amount     Check N

V0000218427 GATEKEEPER MARCH        04252013          SU 0     1836.86
V0000218427 OFFICIALS FEBRUARY      03012013          SU D      442.11
V0000220216 BEST BUDDIES 7/19                  13008878 SUP0
V0000220515 FEEDING CHILDREN 3                 13010538 SUP0
V0000220515 FEEDING CHILDREN 4                 13010538 SUP0

                                                 Total          2278.97
```

Bank Signature and Safe Combination Authority

Please send a completed Bank Signature and Safe Combination Authority Form to School Accounting.

Year End Close 12

AFTER FISCAL YEAR END (June 30)

Reconciling the Bank Statement in CrossPointe

Perform the below for all Transaction Types (C-Check; D-Deposit; S-Service Charge) in order to reconcile all transactions on the bank statement. *Refer to Chapter 10 for instructions*.

Selecting Records to Reconcile (10-1)

Reconciling Selected Records (10-2)

Correcting the Receipt Date (10-3)

Correcting a Reconciled Record (10-4)

Complete the Checks and Balances per the Monthly Financial Report Checklist

Please refer to Chapter 13 (page 13-1), Year End Reports – "**AFTER FISCAL YEAR END (June 30) and AFTER BALANCING THE BANK STATEMENT"**

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Year End Reports 13

The information provided in this chapter will demonstrate the process of running and printing year end reports.

Run and print the following reports for the period JULY 1 (pd 1) through JUNE 30 (pd 12):

PURCHASE ORDER REPORT

Please refer to Chapter 5 (page 5-3), Purchase Orders - Running Reports
F819 panel, request 1, report FB059

DEPOSIT REGISTER

Please refer to Chapter 3 (page 3-5), Receipts/Deposits - Running Reports
F610 Panel, request 001, Report FB164

CHECK REGISTER

Please refer to Chapter 7 (page 7-12), Checks - Running Reports
Z605 panel, request 1, report IN037A

VOID REGISTER

Please refer to Chapter 7 (page 7-12), Checks - Running Reports
Z605 panel, request 2, report IN038A

JOURNAL ENTRY REPORT (TRANSFERS and ADJUSTMENTS)

Please refer to Chapter 11 (page 11-8), Month End Reports
F613 panel, request 001, report FB161

PUBLIC RELATIONS GENERAL LEDGER

Please refer to Chapter 11 (page 11-11), Month End Reports
F606 panel, request 3, report IN203

SCHOOL STORE GENERAL LEDGER

Please refer to Chapter 11 (page 11-11), Month End Reports
F606 panel, request 3, report IN203

ALL RENTAL PROJECT GENERAL LEDGERS

Please refer to Chapter 11 (page 11-11), Month End reports
F606 panel, request 3, report IN203

Year End Reports 13

AFTER FISCAL YEAR END (June 30) and AFTER BALANCING THE BANK STATEMENT

Run and print the following reports. Please refer to Chapter 11, Month End Reports and Monthly Financial Report Checklist for time frame to run the reports:

BALANCE SHEET:	F605 panel, request 001, report FB158
REVENUE LEDGER:	F510 panel, request 001, report FB172
EXPENDITURE LEDGER:	F510 panel, request 002, report FB156
TRIAL BALANCE:	F605 panel, request 002, report FB157
PRINCIPAL'S REPORT:	F605 panel, request 006, report IN100
TRANSFER REPORT:	Z605 panel, request 3, report IN039A
PROJECT BALANCE REPORT:	F605, request 007, report IN157A

Year End Reports 13

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Account String Dimensions

A1

Dimension 1 – Fund
800

Dimension 2 – General Ledger			
1112	Petty Cash	1130	Accounts Receivable
1113	Change Fund	1520	Encumbrance
1114	Savings	1530	Expense Control Account
1115	Money Market	2520	Revenue
1116	Certificate of Deposit (CD)	2720	Reserve for Encumbrance
1119	Checking Account	2767	Beginning Balance

Dimension 3 – Cost Center
Your School's 4 Digit #

Dimension 4 – Project
See Appendix A2

Dimension 5 – Function			
3680	Transfer In – Automated Entry Only	3907	Gate Receipts – Athletics – Other
3900	Advertising	3908	GSF – General Service Fund
3901	Concession	3909	Interest
3902	Contributions/Donations	3910	Other Income
3903	Dues/Fees	3911	Rentals
3904	Fieldtrips	3912	Ticket Sales
3905	Fundraising	3913	Yearbook Sales
3906	Gate Receipts – Athletics – Reg. Season	9800	Expenditures

Dimension 6 – Object Code			
310	Services – Other	644	Capital – Computer Hardware - Under $1,000
312	Services – Professional & Technical	671	Capital – Improvement Other than Building
330	Travel	691	Capital – Computer Software - $1,000 and Above
500	Supplies	692	Capital – Computer Software – Under $1,000
570	Food (non-fundraiser)	693	Capital – License Fees-Software - $1,000 and Above
598	Fundraiser Items	694	Capital – License Fees-Software - Under $1,000
599	Uniform / Clothing (non-fundraiser)	700	District Reimbursement
600	Capital – Other	701	GSF Payments to the District
621	Capital – A/V Material - $1,000 and Above	702	Unclaimed Property
622	Capital – A/V Material - Under $1,000	730	Dues / Fees / Admission
641	Capital – Furniture, Fixtures, Equipment - $1,000 and above	799	Sales Tax
642	Capital – Furniture, Fixtures, and Equipment - Under $1,000	980	Transfer Out - Automated Entry Only
643	Capital – Computer Hardware - $1,000 and Above		

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Dimension 4 – Project (Alphabetical Order) A2

Athletics - 1		Elementary	Middle	Jr/Sr	High
101010	Athletic Overhead		X	X	X
101020	Athletic Reserve			X	X
101030	Athletic Season Passes			X	X
102010	Baseball			X	X
102020	Basketball		X	X	X
102021	Basketball-Boys			X	X
102022	Basketball-Girls			X	X
102023	Basketball-MS Boys		X	X	
102024	Basketball-MS Girls		X	X	
102030	Bowling			X	X
103010	Cross Country			X	X
103011	Cross Country-Boys			X	X
103012	Cross Country-Girls			X	X
106010	Football			X	X
107010	Golf			X	X
107011	Golf-Boys			X	X
107012	Golf-Girls			X	X
112010	Lacrosse			X	X
112011	Lacrosse-Varsity Boys			X	X
112012	Lacrosse-Varsity Girls			X	X
112013	Lacrosse-JV Boys			X	X
112014	Lacrosse-JV Girls			X	X
119010	Soccer			X	X
119011	Soccer-Boys			X	X
119012	Soccer-Girls			X	X
119020	Softball			X	X
119030	Swimming			X	X
120010	Tennis			X	X
120011	Tennis-Boys			X	X
120012	Tennis-Girls			X	X
120020	Track		X	X	X
120021	Track-Boys		X	X	X
120022	Track-Girls		X	X	X
122010	Volleyball			X	X
123010	Wrestling			X	X

Dimension 4 – Project (Alphabetical Order) A2

Music - 2		Elementary	Middle	Jr/Sr	High
202010	Band		X	X	X
202011	Band Booster		X	X	X
202012	Band Flag Corps		X	X	X
202013	Band Instrument Rentals		X	X	X
202014	Band Trips		X	X	X
202015	Band Uniform Rentals		X	X	X
203010	Chorus	X	X	X	X
203011	Chorus Ensembles	X	X	X	X
203012	Chorus Trips	X	X	X	X
203013	Chorus Uniform Rental	X	X	X	X
204010	Guitar	X	X		
204011	Guitar Rental	X	X		
205010	Hand Bells	X			
213010	Music - General	X	X	X	X
215010	Orchestra		X	X	X
215011	Orchestra Instrument Rentals		X	X	X
215012	Orchestra Uniform Rentals		X	X	X
216010	Percussion	X			
217010	Performances	X	X		
219010	Strings	X			
219011	Strings Rental	X			

Classes - 3		Elementary	Middle	Jr/Sr	High
300010	1st Grade	X			
300020	2nd Grade	X			
300030	3rd Grade	X			
300040	4th Grade	X			
300050	5th Grade	X			
300060	6th Grade	X			
300070	7th Grade		X	X	
300080	8th Grade		X	X	
301010	AVID-Advancement via Indiv. Determination		X	X	X
303010	Classes (All Grade Levels)	X	X	X	X
304010	DCT			X	X
305010	Ex-Ed Classes	X	X	X	X
306010	Freshman Class			X	X
308010	HOSA (Health Occupations)			X	X

Dimension 4 – Project (Alphabetical Order) A2

310010	JROTC			X	X
310020	Junior Class			X	X
311010	Kindergarten	X			
316020	PMH-Participatory Level Intel. Disabled	X	X	X	X
316010	Pre-Kindergarten	X			
318010	Reverse Mainstream	X			
318020	ROTC			X	X
319010	Senior Class			X	X
319020	SLD Classes	X			
319030	SLI Classes	X			
319040	Sophomore Class			X	X
320010	TMH-Supported Level Intel. Disabled	X	X	X	X
322010	VPK	X			
399010	Other Class – A _____	X	X	X	X
399011	Other Class – B _____	X	X	X	X
399012	Other Class – C _____	X	X	X	X
399013	Other Class – D _____	X	X	X	X
399014	Other Class – E _____	X	X	X	X
399015	Other Class – F _____	X	X	X	X
399016	Other Class – G _____	X	X	X	X
399017	Other Class – H _____	X	X	X	X
399018	Other Class – I _____	X	X	X	X
399019	Other Class – J _____	X	X	X	X

Clubs - 4		**Elementary**	**Middle**	**Jr/Sr**	**High**
401040	Academic Team			X	X
401050	Academy of Arts/Media			X	X
401051	Academy of Business			X	X
401052	Academy of Engineering/Technol.			X	X
401053	Academy of Finance			X	X
401054	Academy of Health			X	X
401055	Academy of Law			X	X
401056	Academy of Teaching			X	X
401010	Anchor Club			X	X
401020	Art Club	X	X	X	X
401030	Athletic Club		X	X	X
402010	Baseball Club			X	X
402020	Basketball Club		X	X	X
402021	Basketball Club - Boys		X	X	X
402022	Basketball Club - Girls		X	X	X

Dimension 4 – Project (Alphabetical Order) A2

402030	Beta Club	X	X	X	X
402040	Book Club	X			
402050	Bowling Club			X	X
403010	Cheerleaders	X	X	X	X
403011	Cheerleaders - Freshman			X	X
403012	Cheerleaders - JV			X	X
403013	Cheerleaders - Varsity			X	X
403020	Chess Club	X	X		
403030	Computer Club	X	X	X	X
403040	Cross Country Club			X	X
403041	Cross Country Club Boys			X	X
403042	Cross Country Club Girls			X	X
404010	Dance Club		X	X	X
404020	DECA			X	X
404030	Drama Club	X	X	X	X
405010	Environmental Club	X	X	X	X
406010	FBLA		X	X	X
406080	FCA-Fellowship of Christian Athletes			X	X
406020	FEA		X	X	X
406030	FHA		X	X	X
406040	Football Club			X	X
406050	FPS Future Problem Solvers	X	X	X	X
406060	French Club			X	X
406070	French Honor Society			X	X
407010	Game Club	X	X	X	X
407020	German Club			X	X
407030	German Honor Society			X	X
407040	Gifted (GSP)	X	X	X	X
407050	Golf Club			X	X
407051	Golf Club Boys			X	X
407052	Golf Club Girls			X	X
409010	Interact Club			X	X
410010	Japanese Club			X	X
411010	Key Club			X	X
412010	Latin Club			X	X
412020	Lego Club	X	X	X	X
413040	Majorettes			X	X
413010	Math Club	X	X	X	X
413020	Model Student Senate			X	X
413030	MU Alpha Theta			X	X

Dimension 4 – Project (Alphabetical Order) A2

414010	National Art Honor Society			X	X
414020	National Elementary Honor Society	X			
414030	Newspaper	X	X	X	X
414040	NHS			X	X
414050	NJHS		X	X	
415010	Odyssey of the Mind	X	X	X	X
415020	Omega			X	X
416020	Patrols	X	X	X	X
416010	PE Club	X	X	X	
418010	Recycling Club	X	X		
418020	Robotics Club	X	X	X	X
419010	SADD		X	X	X
419020	Science Club	X	X	X	X
419030	Science Research Club		X	X	X
419040	SECME Club		X	X	X
419050	Soccer Club			X	X
419051	Soccer Club Boys			X	X
419052	Soccer Club Girls			X	X
419060	Softball Club			X	X
419070	Spanish Club		X	X	X
419080	Spanish Honor Society			X	X
419090	Speech Club			X	X
419100	Step Team		X	X	X
419110	Student Council (SGA)	X	X	X	X
419140	Surf Club			X	X
419120	SWAT Club		X	X	X
419130	Swimming Club			X	X
420010	Technology Club	X	X	X	X
420020	Tennis Club			X	X
420021	Tennis Club Boys			X	X
420022	Tennis Club Girls			X	X
420030	Track Club		X	X	X
420031	Track Club Boys		X	X	X
420032	Track Club Girls		X	X	X
420040	Trendsetters Club			X	X
420050	TV Production Club		X	X	X
422010	Volleyball Club			X	X
423010	Wrestling Club			X	X
425010	Young Authors Club	X	X	X	X
425020	Youth Crime Watch Club	X	X	X	X

Dimension 4 – Project (Alphabetical Order) A2

499010	Other Club – A _____	X	X	X	X
499011	Other Club – B _____	X	X	X	X
499012	Other Club – C _____	X	X	X	X
499013	Other Club – D _____	X	X	X	X
499014	Other Club – E _____	X	X	X	X
499015	Other Club – F _____	X	X	X	X
499016	Other Club – G _____	X	X	X	X
499017	Other Club – H _____	X	X	X	X
499018	Other Club – I _____	X	X	X	X
499019	Other Club – J _____	X	X	X	X
499020	Other Club – K _____	X	X	X	X
499021	Other Club – L _____	X	X	X	X
499022	Other Club – M _____	X	X	X	X
499023	Other Club – N _____	X	X	X	X
499024	Other Club – O _____	X	X	X	X
499025	Other Club – P _____	X	X	X	X
499026	Other Club – Q _____	X	X	X	X
499027	Other Club – R _____	X	X	X	X
499028	Other Club – S _____	X	X	X	X
499029	Other Club – T _____	X	X	X	X
499030	Other Club – U_____	X	X	X	X
499031	Other Club – V_____	X	X	X	X
499032	Other Club – W_____	X	X	X	X
499033	Other Club – X _____	X	X	X	X
499034	Other Club – Y _____	X	X	X	X
499035	Other Club – Z _____	X	X	X	X

Departments - 5		**Elementary**	**Middle**	**Jr/Sr**	**High**
501010	AP Program			X	X
501020	Art - Ceramics		X	X	X
501021	Art - Drawing		X	X	X
501030	Automotive			X	X
502010	Business		X	X	X
503010	Child Care			X	X
503020	Construction			X	X
503030	Culinary Arts			X	X
503040	Custodial	X	X	X	X
504010	Drafting			X	X
505010	English		X	X	X
506010	Foreign Language		X	X	X

Dimension 4 – Project (Alphabetical Order) A2

508010	Home Ec - Clothing			X	X
508011	Home Ec - Foods		X	X	X
509010	Industrial Arts			X	X
509020	International Baccalaureate			X	X
512010	Library	X	X	X	X
513010	Math		X	X	X
513011	Math--Calculators			X	X
516010	Photography			X	X
516020	Physical Education		X	X	X
519010	Science		X	X	X
519011	Science Research		X	X	X
519020	Social Studies		X	X	X
519030	Special Education		X	X	X
520010	Tech Prep		X	X	X
520020	Technology			X	X
520030	TV Production		X	X	X
522010	Vocational			X	X
523010	Wheel		X	X	X
599010	Other Dept – A _____	X	X	X	X
599011	Other Dept – B _____	X	X	X	X
599012	Other Dept – C _____	X	X	X	X
599013	Other Dept – D _____	X	X	X	X
599014	Other Dept – E _____	X	X	X	X
599015	Other Dept – F _____	X	X	X	X
599016	Other Dept – G _____	X	X	X	X
599017	Other Dept – H _____	X	X	X	X
599018	Other Dept – I _____	X	X	X	X
599019	Other Dept – J _____	X	X	X	X

Trust - 6		**Elementary**	**Middle**	**Jr/Sr**	**High**
601010*	Advisory Board	X	X	X	X
601020*	Art and Science Fair	X	X	X	X
602010*	Beautification	X	X	X	X
602020*	Business Partnerships	X	X	X	X
603010*	Coffee Fund	X	X	X	X
604010*	Donations	X	X	X	X
605010*	Employee Fund	X	X	X	X
607010*	Grad Nite/Grad Bash			X	X
607020*	Grant - Best	X	X	X	X
607021*	Grant - Boeing	X	X	X	X

Dimension 4 – Project (Alphabetical Order) A2

607022*	Grant - Bright Ideas	X	X	X	X
607023*	Grant - Harris	X	X	X	X
607024*	Grant - Lowe's	X	X	X	X
607025*	Grant - Target	X	X	X	X
607030*	GSF - Driver's Education Fees			X	X
607031*	GSF - Fee Summer Programs	X	X	X	X
607032*	GSF - Lost & Damaged Textbooks	X	X	X	X
607033*	GSF - Paid Transportation	X	X	X	X
607034*	GSF - School Age Child Care	X			
607035*	GSF - Vandalism Repayments	X	X	X	X
607036*	GSF – Dual Enrollment			X	X
607040*	Guidance	X	X	X	X
612010*	Locks - Hall	X	X	X	X
612011*	Locks - PE	X	X	X	X
616010*	Parking Stickers			X	X
616020*	Project Graduation			X	X
616030*	PTO / PTO Donations	X	X	X	X
616040*	Public Relations	X	X	X	X
619010*	Sales Tax	X	X	X	X
619020*	Science Super Saturday	X			
619030*	Social Committee	X	X	X	X
620020*	Teacher of the Year	X	X	X	X
620010*	Testing Fees	X	X	X	X
625010*	Yearbook	X	X	X	X
699010*	Other Trust – A _____	X	X	X	X
699011*	Other Trust – B _____	X	X	X	X
699012*	Other Trust – C _____	X	X	X	X
699013*	Other Trust – D _____	X	X	X	X
699014*	Other Trust – E _____	X	X	X	X
699015*	Other Trust – F _____	X	X	X	X
699016*	Other Trust – G _____	X	X	X	X
699017*	Other Trust – H _____	X	X	X	X
699018*	Other Trust – I _____	X	X	X	X
699019*	Other Trust – J _____	X	X	X	X
699020*	Other Trust – K _____	X	X	X	X
699021*	Other Trust – L _____	X	X	X	X
699022*	Other Trust – M _____	X	X	X	X
699023*	Other Trust – N _____	X	X	X	X
699024*	Other Trust – O _____	X	X	X	X
699025*	Other Trust – P _____	X	X	X	X

Dimension 4 – Project (Alphabetical Order) A2

699026*	Other Trust – Q _____	X	X	X	X
699027*	Other Trust – R _____	X	X	X	X
699028*	Other Trust – S _____	X	X	X	X
699029*	Other Trust – T _____	X	X	X	X
699030*	Other Trust – U _____	X	X	X	X
699031*	Other Trust – V _____	X	X	X	X
699032*	Other Trust – W _____	X	X	X	X
699033*	Other Trust – X _____	X	X	X	X
699034*	Other Trust – Y _____	X	X	X	X
699035*	Other Trust – Z _____	X	X	X	X

(grant or scholarship)

General - 7		Elementary	Middle	Jr/Sr	High
701010	Activity Fees	X	X	X	X
701020	Advertising – District	X	X	X	X
701030	Advertising - School	X	X	X	X
704020	Donation – Unrestricted	X	X	X	X
706010	Fine Arts Theatre			X	X
707010*	General - Misc	X	X	X	X
718010	Registration Fees	X	X	X	X
719010	Savings	X	X	X	X
719020	School Store	X	X	X	X
719030	School Wide Fundraising	X	X	X	X
722010	Vending	X	X	X	X

Other		Elementary	Middle	Jr/Sr	High
000000	Cash Account Transfers	X	X	X	X
999999	NSF Checks	X	X	X	X

***Transfers need approval from School Accounting before they occur**

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 01 Checking Interest Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Interest Earned

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 02 Savings Interest Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Interest Earned

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 03 Money Market Interest Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Interest Earned

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 04 CD Interest Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Interest Earned

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 05 Checking Service Charge Date Prepared: _____
(bank NSF fees are posted here)

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Service Charge

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 06 Savings Service Charge Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Service Charge

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 07 Money Market Service Charge Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Service Charge

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 08 CD Service Charge Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Service Charge

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 09 Supplies from Bank Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Supplies

Description: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 10 Recording an NSF Check Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Returned Check
Do Not Include Bank Fee*

Description: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

*Bank NSF fees are posted with #5

Adj: 11 Repayment of NSF Check Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Returned Check
Do Not Include NSF Fees*

Description: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

*NSF fees are posted with a Receipt/Deposit

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 12 Correct a Deposit Error (Increase the Deposit Amount)

Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of the Increase

Description: _____

Original Deposit:
Project #: _____ Function #: _____

_____ _____
Principal's Signature Date of Approval

ENTRY NUMBER

*Principal approval required before entry

Adj: 13 Correct a Deposit Error (Decrease the Deposit Amount)

Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of the Decrease

Description: _____

Original Deposit:
Project #: _____ Function #: _____

_____ _____
Principal's Signature Date of Approval

ENTRY NUMBER

*Principal approval required before entry

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 14 Correct a Deposit Error (Correct the Project #)

Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Original Deposit

Description: _____

Credit (New/Correct Deposit):
Project #: _____ Function #: _____

Debit (Original/Incorrect Deposit):
Project #: _____ Function #: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 15 Correct a Deposit Error (Correct the Function #)

Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Original Deposit

Description: _____

Credit (New/Correct Deposit):
Project #: _____ Function #: _____

Debit (Original/Incorrect Deposit):
Project #: _____ Function #: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 16 Correct a Check Error (Increase the Check Amount)

Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of the Increase

Description: _____

Original Check:
Project #: _____ Object #: _____

_____ _____
Principal's Signature Date of Approval

ENTRY NUMBER

*Principal approval required before entry

Adj: 17 Correct a Check Error (Decrease the Check Amount)

Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of the Decrease

Description: _____

Original Check:
Project #: _____ Object #: _____

_____ _____
Principal's Signature Date of Approval

ENTRY NUMBER

*Principal approval required before entry

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 18 Correct a Check Error (Correct the Project #)

Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of original check

Description: _____

Credit (Original/Incorrect Check):
Project #: _____ Object #: _____

Debit (New/Correct Check):
Project #: _____ Object #: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 19 Correct a Check Error (Correct the Object #)

Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of original check

Description: _____

Credit (Original/Incorrect Check):
Project #: _____ Object #: _____

Debit (New/Correct Check):
Project #: _____ Object #: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 20 Write Off an NSF Check Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Returned Check

Description: _____

Original Check:
Project #: _____ Function #: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 21 Automatic Sales Tax Pmt Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Total Sales Tax Pmt

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 22 Automatic Checking Pmt (Other) Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of the Payment

Description: _____

Project #: _____ Object #: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 23 Regular Transfer Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of the Transfer

Description: _____

Debit (From Where the Expenditure is Coming Out):
Project #: _____

Credit (To Where the Revenue is Going In):
Project #: _____

ENTRY NUMBER	_____ Principal's Signature *Principal approval required before entry	_____ Date of Approval

---

Adj: 24 Transfer to Purchase Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of the Purchase

Description: _____

Debit (From Where the Purchase/Expenditure is Coming Out):
Project #: _____ Object #: _____
Do Not Use 980

Credit (To Where the Revenue is Going In):
Project #: _____ Function #: _____
Do Not Use 3680

ENTRY NUMBER	_____ Principal's Signature *Principal approval required before entry	_____ Date of Approval

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 25 Transfer to Investment Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of the Investment

Description: _____

GL #: _____
1115-Money Market or 1116-CD

ENTRY NUMBER	_____ Principal's Signature *Principal approval required before entry	_____ Date of Approval

---

Adj: 26 Transfer from Investment Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of the Investment

Description: _____

GL #: _____
1115-Money Market or 1116-CD

ENTRY NUMBER	_____ Principal's Signature *Principal approval required before entry	_____ Date of Approval

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 27 Reversal - Checking Service Charge Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Service Charge

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

*Includes write-off of NSF Fees

Adj: 28 Reversal - Savings Service Charge Date Prepared:

_____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Service Charge

Debit:
Project #: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Adj: 29 Reversal - Money Market Service Charge

Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Service Charge

Debit:
Project #: _____

ENTRY NUMBER

_____ _____
Principal's Signature Date of Approval
*Principal approval required before entry

Internal Accounts Adjustment/Transfer Approval Form (Panel Z612)

Adj: 30 Reversal - CD Service Charge Date Prepared: _____

Transaction Date: _____ Amount: _____
Date to Enter in AS400 Amount of Service Charge

Debit:
Project #: _____

ENTRY NUMBER	_____	_____
	Principal's Signature	Date of Approval
	*Principal approval required before entry	

Monthly Financial Report Checklist

A4

Cover Sheet
Monthly Financial Report Checklist

School Name : _____ School Number: _____ Mth/Yr: _____

	Highlighted requires principal's signature **Reports Submitted -** *please put reports in this order*	Format	Panel	Request	Report	Attached Yes	Attached No	File at School	To School Accounting Monthly	Time Frame to Run Report
1	Bank Reconciliation		Excel					✓	✓	N/A
2	Outstanding Check Report	C	A203	001	AB307			✓	✓	Thru Curr Mth
3	Outstanding Deposit Report	C	A203	002	AB307			✓	✓	Thru Curr Mth
4	Copy of Bank Stmnt w/ Check Copies		N/A					✓	✓	N/A
5	Balance Sheet*	B	F605	001	FB158			✓	✓	Current Period
	#'s 1-5 needed to complete bank reconciliation before running remaining reports									
6	Revenue Ledger*	D	F510	001	FB172			✓	✓	July-Curr Mth
7	Expenditure Ledger*	C	F510	002	FB156			✓	✓	July-Curr Mth
8	Trial Balance*	A	F605	002	FB157			✓	✓	Current Period
9	Principal's Report*	J	F605	006	IN100			✓	✓	Current Period
10	Project Balance Report*	I	F605	007	IN157A			✓	✓	Current Period
11	Transfer Report		Z605	3	IN039A			✓	✓	July-Curr Mth
12	Deposit Register	A	F610	001	FB164			✓		Current Mth
13	Check Register		Z605	1	IN037A			✓		Current Mth
14	Void Register		Z605	2	IN038A			✓		Current Mth
15	Journal Entry Report (Transfer & Adj.)	A	F613	001	FB161			✓		Current Mth
16	Purchase Order Report	A	F819	001	FB059			✓		Current Mth
17	NSF Check Spreadsheet		Excel					✓	✓	when applicable

	Checks and Balances: *These six reports are needed	Balanced
1	Total Assets = Total Liabilities + Fund Equity on **Balance Sheet**	
2	Current Balance of 1520 & 2720 on **Trial Balance** = Total Encumbered on **Expenditure Ldgr**	
3	Current Balance of 2520 on **Trial Balance** = Total on **Revenue Ledger**	
4	Actual Cash Balance on **Principal's Report** = Total Assets on **Balance Sheet**	
5	Current Balance of 1530 on **Trial Balance** = Total Expended on **Expenditure Ledger**	
6	Balance in Petty Cash on the **Trial Balance & Principal's Report** = 1112 Balance on **Balance Sheet**	
7	Balance in Change Fund on the **Trial Balance & Principal's Report** = 1113 Balance on **Balance Sheet**	
8	Balance in Savings on the **Trial Balance, Prinipal's Report & Bank Statement** = 1114 Balance on **Balance Sheet**	
9	Balance in Money Market on the **Trial Balance, Principal's Report & Bank Statement** = 1115 Balance on **Balance Sheet**	
10	Balance in CD on the **Trial Balance, Principal's Report & Bank Statement** = 1116 Balance on **Balance Sheet**	
11	Balance in Accounts Receivable-NSF on the **Trial Balance, Principal's Report & NSF Spreadsheet** = 1130 Bal on **Balance Sheet**	
12	**Principal's Report** Variances should all be zero	
13	**Principal's Report** Project Totals = GL Totals for the Beg Bal, Calculated Cash Bal, Actual Bal, & Variance columns)	
14	Beginning Balance on **Principal's Report** = Beginning Balance on **Balance Sheet**	
15	Total GL Balance on **Project Balance Report** = Total GL Actual Cash Bal on **Principal's Report**	
16	Total Encumbrance Balance on **Project Balance Report** = Total Encumbered on **Expenditure Ledger**	
17	**Revenue Ledger** Total = Project Revenue Balance on **Principal's Report**	

Before submission, please assure reports include the required signatures in accordance with the Internal Accounts Manual.

My signature represents the required reports are being submitted and are balanced as indicated above.

Submitted by: _____ Date: _____

Year End Financial Report Checklist

A5

Cover Sheet

Year-End Financial Report Checklist

School Name : _____ School Number: _____ Fiscal Year: _____

	Highlighted requires principal's signature **Reports Submitted** - *please put reports in this order*	Format	Panel	Request	Report	Attached Yes	File at School	To School Accounting Annually	Time Frame to Run Report
1	Bank Reconciliation		Excel				✓	✓	N/A
2	Outstanding Check Report	C	A203	001	AB307		✓	✓	Thru 063020**XX**
3	Outstanding Deposit Report	C	A203	002	AB307		✓	✓	Thru 063020**XX**
4	Copy of Bank Stmnt w/ Check Copies		N/A				✓	✓	N/A
5	Balance Sheet*	B	F605	001	FB158		✓	✓	Period 12
	#'s 1-5 needed to complete bank reconciliation before running remaining reports								
6	Revenue Ledger*	D	F510	001	FB172		✓	✓	Period 01 - 12
7	Expenditure Ledger*	C	F510	002	FB156		✓	✓	Period 01 - 12
8	Trial Balance*	A	F605	002	FB157		✓	✓	Period 12
9	Principal's Report*	J	F605	006	IN100		✓	✓	Period 12
10	Project Balance Report*	I	F605	007	IN157A		✓	✓	Period 12
11	Transfer Report		Z605	3	IN039A		✓	✓	070120**XX**-063020**XX**
12	Deposit Register	A	F610	001	FB164		✓	✓	070120**XX**-063020**XX**
13	Check Register		Z605	1	IN037A		✓	✓	070120**XX**-063020**XX**
14	Void Register		Z605	2	IN038A		✓	✓	070120**XX**-063020**XX**
15	Journal Entry Report (Transfer & Adj.)	A	F613	001	FB161		✓	✓	070120**XX**-063020**XX**
16	Purchase Order Report	A	F819	001	FB059		✓	✓	070120**XX**-063020**XX**
17	NSF Check Spreadsheet		Excel				✓	✓	when applicable

My signature represents the required reports are being submitted for the correct period and include the principal's signature as highlighted above.

Submitted by: _____ Date: _____

Bookkeeper's Signature